倔强蜗牛专升本

Stubborn snail upgraded to undergraduate

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公共英语

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前言

此书严格按照山西省普通高校专升本考试英语考试大纲编写，聚焦于近十年考点和最新题型进行修订，涵盖了英语基础句法知识、词性、语法和考试题型详解等内容，详略得当，直击考点。

希望同学们在学习之前，要对英语学科有正确的认识，英语是门语言类的学科，其本质就是记忆和重复，任何一个人的积累都是从0开始，在学习过程中要找到适合自己的学习方法，养成良好的学习习惯。

有志者自有千方百计，无志者只感千难万难。愿每一位同学保持初心，砥砺前行，以梦为马，不负昭华！

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基础篇

词汇语法精讲

第一章　基础句法知识

第一节 句子成分

一、主语

主语是句子要说明的人或物，是句子的主体，一般放在句首。名词，代词，数词，动名词，动词不定式，从句都可以作主语。

The sun rises in the east.（名词作主语）

Twenty years is a short time in history.（数词作主语）

Doing morning exercises does us a lot of good.（动名词作主语）

二、谓语

谓语表示主语的行为动作或所处状态，有时态、语态、语气的变化。谓语一般位于主语之后，并且在人称和数方面与主语保持一致。

He works on a farm.（单个实义动词）

The two girls get on well together.（动词词组）

I didn't know him.（助动词+实义动词）

I can speak English.（情态动词+实义动词）

He is a teacher.（系动词+表语）

三、宾语

宾语表示动作的对象，行为的承受者或动作的结果，一般位于及物动词之后。

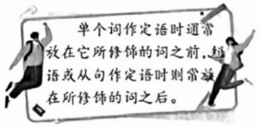
You can help me.（代词作宾语）

I want to have an apple.（不定式作宾语）

I don't know what I can do.（从句作宾语）

四、定语

定语是用来修饰名词或代词的修饰语，起描述和限制的作用，相当于汉语中的“......的”。定语分为前置定语和后置定语。名词，代词，数词，形容词，介词短语，分词及从句都可以



充当定语。

His mother tongue is Spanish.（名词作定语）

My hometown is not far from here.（代词作定语）

Take away the broken glass.（过去分词作定语）

The photo in the book is my mother's.（介词短语作定语）

五、状语

状语用来修饰动词，形容词，副词或整个句子；可分为时间，地点，方式，原因，结果，目的，条件，伴随，让步，比较等状语。状语通常由副词（短语），介词短语，分词（短语），不定式（短语），从句等充当。

I find you have been down lately.（副词作时间状语）

You can't take photos in the museum.（介词短语作地点状语）

I don't like thrillers because they are scary.（从句作原因状语）

六、表语

表语用来说明主语的特征、属性、状态、身份等。表语常由名词（短语），代词，数词，形容词（短语），介词短语，副词（短语），不定式（短语），动名词（短语），从句等充当，常位于系动词后。

Five and five is ten.（数词作表语）

I am a good player now.（名词短语作表语）

The television set is on.（副词作表语）

His purpose is to help those poor children.（不定式短语作表语）

七、补足语

补足语用来说明主语或宾语的身份、性质、特征、状态或动作等。补足语分为主语补足语和宾语补足语。通常由名词（短语），形容词（短语），介词短语，副词（短语），分词（短语），不定式（短语），动名词（短语），从句等充当。

The heavy rain kept us indoors.（副词作宾补）

His father helps him to do his homework.（不定式作宾补）

We will make them happy.（形容词作宾补）

八、同位语

同位语用来对句子中的主语、宾语或表语作进一步解释或说明，并与所修饰的成分在语法上处于同等地位。同位语常由名词（短语），代词，数词，介词短语，从句等充当。

My favorite hobby, volleyball, has given me many pleasant memories.（名词作同位语）

The news that his health is failing made us sad.（从句作同位语）

第二节 句子种类

按使用目的和交际功能分类，句子可分为四类：陈述句、疑问句、祈使句和感叹句。

一、陈述句

陈述句用来陈述事实或表达看法等，句末用句号。陈述句包括肯定句和否定句。

1. 肯定句

I cooked fish soup the day before yesterday.

2. 否定句

（1）谓语部分是实义动词或含有情态动词 have / has / had to 时，在前面加 don't, doesn't 或 didn't 构成否定句：

She doesn't know the address of the post office.

I don't have to work overtime tonight.

（2）谓语部分含有 be 动词、助动词或情态动词时，否定形式通常是在这些动词之后加 not;

I am not interested in physics.

The doctor has not had his lunch.

I can't promise anything, but I'll do what I can.

He shouldn't have been driving so fast.

（3）一些表示否定意义的词或短语也可构成否定式，如：few（不多，很少）little（不多）no（没有）never（从不）hardly（几乎不）seldom（很少）nothing

（没有什么）too… to…（太……而不能……）not... at all（一点儿也不……）not... any more / longer（不再……）等；

These boys have little interest in English.

Jane never quarrels with others.

二、疑问句

疑问句用来提出问题，句末用问号。疑问句可分为一般疑问句，特殊疑问句，选择疑问句和反意疑问句。

1. 一般疑问句

一般疑问句是用来询问某人、某物或某事是否属实的问句，可分为肯定的一般疑问句和否定的一般疑问句。肯定的一般疑问句多用 yes 或者 no 做出肯定或否定的回答；否定的一般疑问句要根据实际情况判是用 yes 还是 no 来回答，肯定回答用“Yes+肯定句”，否定回答用“No+否定句”，此时，Yes 应译为“不”，No 应译为“是的”；

常用结构：be 动词+主语+表语......?

助动词/情态动词+主语+动词......?

Is he in the reading room?

Yes, he is. / No, he isn't.

Have you had any difficulties in your study?

Yes, I have. / No, I haven't.

Doesn't he want to go with us?

Yes, he does. / No, he doesn't.

2. 特殊疑问句

特殊疑问句由疑问代词（what; which; who; whom; whose）或疑问副词（how; when; where; why）引导，这种疑问句要求具体地回答，不能用 yes 或 no 回答；

Which is my seat?

The one near the door.

3. 选择疑问句

说话者提出两种或两种以上的情况，询问客观事实或主观意愿，常用连词 or 引出后一个选择项，这种疑问句叫作选择疑问句。选择疑问句不能用 yes 或 no 回答，而应根据选择回答：

Are you from Canada or England?

I'm from Canada.

What is your father, a teacher or a doctor?

He is a doctor.

4. 反意疑问句

（反意疑问句的详解可参见第三章中的“特殊句型”）

三、祈使句

祈使句用来表达请求、命令、建议、禁止、劝告、警告等。祈使句有肯定和否定两种形式，主要包括两类：

一是以动词原形开头的祈使句（有时会在动词原形前面加上 you)，其否定形式通常是在句首加 do not 或 don't 有时也可用 never;

二是以 let 开头的祈使句，其否定形式是在句首加上 don't 或在宾语后面加 not；如“Don't let him go. / Let us not make the same mistake.” 还有一些以 no, never 开头的祈使句，表示禁止：

1. 肯定祈使句

Shut the door, please.（请求）

Be quick!（命令）

Let's go to the cinema.（建议）

2. 否定祈使句

Don't do that, please.（请求）

No parking!（禁止）

四、感叹句

（感叹句的详解可参见第三章中的“特殊句型”）

There be 句型是一种表示"存在"的特殊句型，也称为"存在句"。

1. 基本句型是：There+ be 动词+主语+其他成分。如:

    There are many ways to solve the problem.

2. There be 句型的疑问句形式是将 be 动词放在 there 之前。如:

    Are there enough notebooks to use?

3. 其他常用句型有:

(1) There+情态动词+ be+主语。如:

    There may be a successful show.

(2) There+ be 动词+going to be+主语。如:

    There is going to be a match this evening.

(3) There seem / appear / happen to be+主语。如:

    There seems to be something wrong with this instrument.

第二章　基础词汇

第一节 动词

一、动词的分类

1. 实义动词

实义动词：也叫行为动词，有完整的词义，能独立作谓语。根据动词后是否能直接跟宾语，实义动词可分为及物动词和不及物动词。

及物动词：后面能直接跟宾语；通常可以用于被动语态；如：like / love / eat / play / see...

不及物动词：后面不能直接跟宾语，跟宾语时应在动词后面加上相应的介词；不能用于被动语态；如：go / come / live / arrive / stay...

> 有些动词表示的是短暂性动作，没有持续性，即“一发生就结束”的动作。这类动词被称为“非延续性动词”或“终止性动词”，一般不能与表示一段时间的状语连用。常见的这类动词有：go; come; leave; arrive; lose; land; catch; join; kill; find; occur; happen; dic 等。

2. 连系动词

词义不完整，不能单独用作谓语，必须和其后的表语构成系表结构。

主要有以下分类：

(1) be 动词：一般表示“是”的单词 (am; is; are; was; were...)

Eg: My boyfriend is Li Xian.

(2) 感　官：look; sound; smell; feel...

Eg: He looks handsome.

(3) 变　化：become; get; turn; grow...

Eg: He becomes a hero.

(4) 保　持：keep; stay; remain...

Eg: He keeps young.

(5) 结　果：prove; turn out...

Eg: He proves his ability.

和连系动词一起构成的常用语法结构（系表结构）有：

（1）连系动词+形容词：这种结构最为常见；

这种结构中常用的连系动词有：become; feel; get; go; grow; keep; look; stand; prove; remain; sound; smell; stay; taste; turn 等；

Eg: The technology company went broke last year.

（2）连系动词+名词（短语）：

这种结构中常用的连系动词有：be; become; draw; live; look; make; prove; remain; seem; turn 等；

Eg: Her dream has become a reality now.

（3）连系动词+分词（短语）：

这种结构中常用的连系动词有：appear; become; come; feel; get; grow; look; prove; remain; seem; stand 等；

Eg: It takes three years to become qualified.

（4）连系动词+介词短语：

这种结构中常用的连系动词有：appear; come; continue; go; grow; keep; look; prove; remain; seem; smell; sound 等；

Eg: Some styles never go out of fashion.

（5）连系动词+不定式（短语）：

① be 动词可根据情况后接不定式（短语）作表语；

Eg: My dream is to be a scientist.

② seem; appear; prove; continue; turn out; get; grow 等词或短语后面也可接不定式（短语），尤其是 to be 形式，作表语；

Eg: The house they offered us turned out to be a tiny apartment.

3. 助动词

"辅助性"动词，本身没有实际意义，不能单独作谓语。助动词可以帮助其他动词构成否定句，疑问句，强调句等以及不同的时态、语态、语气等，也可用作替代词；助动词本身虽没有词义，但有时态、人称和数的变化；

常见的助动词有 be (am; is; are; was; were; being; been); have (has; had); do (does; did) 等；

（1）be (am; is; are; was; were; being; been)+表语

（2）do / does / did+动词原形

（3）have / has / had+动词过去分词

4. 情态动词

主要用于表明说话者对某一行为的态度和观点，包括能力、可能、义务、必要、允诺、愿望、猜测、责备等。情态动词是"辅助性"动词，不能单独使用，必须和动词原形一起构成谓语；

can / could / shall / should / will / would / may / might / must / need...

★"情态动词+have+过去分词"结构为考查重点：

结构	意义	用法
may / might have done	可能做了	表示对过去情况可能性的推测
must have done	一定做了	表示对过去情况的肯定推测，语气较强
could have done	本来能够做；可能做了	表示过去本能做而没有做，含有对过去未付诸实践的事情的遗憾或责备之意；还可表示对过去情况可能性的推测
should / ought to have done	本来应该做	过去本应该做的事情却没有做
can't / couldn't have done	不可能做	表示对过去情况的否定推测
shouldn't / oughtn't to have done	本来不应该做	表示过去本不该发生的事情却发生了，含有责备或后悔之意
needn't have done	本没必要做	表示过去本没必要做某事，但实际上做了

二、动词的五种形式：

原　型	do	want	eat
三　单	does	wants	eats
过 去 时	did	wanted	ate
过去分词	done	wanted	eaten

现在分词	doing	wanting	eating

1. 动词原形：（1）用于一般现在时，主语除第三人称单数以外；
（2）do 类助动词和情态动词之后；
2. 三单式：用于一般现在时，主语是第三人称单数；
3. 过去式：用于过去时态；
4. 过去分词：（1）用于完成时态之后；
（2）用于被动语态之后；
5. 现在分词：用于进行时态；

三、五大基本句型

1. 主+谓（不及物动词）

不及物动词本身就可以表达完整的含义，不需要宾语或补语，但有时可用状语修饰；

Eg: Prices are going up all the time.

2. 主+谓+宾（及物动词）

及物动词需要有动作的承受者才可以表达一个完整的含义，我们将这个动作的承受者称为宾语，这种句型中的动词应为及物动词或者可以接宾语的动词短语，作宾语的部分可以是名词、代词、动词不定式、动名词或从句等；

Eg: Lucy rides a blue bike.

3. 主+谓+间接宾语+直接宾语（及物动词）

在此句型中，通常是间接宾语（人）在前，直接宾语（物）在后，有时直接宾语和间接宾语可以对调，但间接宾语前要加介词 for 或 to;

Eg: He gives me flowers. = He gives flowers to me.

汉译英：妈妈给我买了一台电脑。

______________________=______________________

与介词 to 搭配的动词：give; bring; tell; take; leave; teach; lend...

与介词 for 搭配的动词：buy; choose; make; get...

4. 主+谓+宾+宾补（及物动词）

这个句型中的及物动词本身需要一个宾语外，还需要一个名词，形容词，副词或分词等来补充说明宾语，才能表达出完整的含义；

Eg: He makes me crazy.

We elected Li Yang our monitor.

5. 主+系+表

因为系动词本身词义不完整，所以需要形容词，名词，介词短语等来补充说明主语，我们把这一部分称为表语；

Eg: Everything looks different.

汉译英：他现在不在家。

____

本节生词积累

单词/词组	含义	单词/词组	含义

第二节 名词

一、定义：名词是表示人或事物名称的一种实词。

二、名词分类

			意义	例词
专有名词	特指人或事物的名称（首字母必须大写）；包括人名、地名、书名、月份、星期等；			Steve Jobs Wall Street
普通名词	可数名词	个体名词	表示单个人或事物；	child teacher hotel city
		集体名词	表示多个人或事物的总称；	furniture staff audience army
	不可数名词	物质名词	表示物质的名称，包括材料、液体、气体、食物、饮料等具体实物；	gold juice oxygen sand cake ink
		抽象名词	表示抽象概念的名称；	happiness kindness

三、名词的数

1. 意义层面：

从意义层面，名词有可数名词和不可数名词之分；

可数名词：apple; book; computer...

不可数名词：water; air; information...

注意：

duty（责任）在中文中是不可数，在英文中为可数 duties;

soap（肥皂）在中文中是可数，在英文中为不可数 a bar of soap.

所以，英文中名词的可数与不可数是不能完全按照汉语的逻辑思维去理解的。

常见的不可数名词：

（1）无法分割的名词（气体 air; oxygen...液体 beer; blood...

固体 cotton; glass...）

（2）组成部分太小而不易数的名词（物质名词 sugar; hair; snow...）

（3）表示总称的名词（clothing; food; furniture; poetry; character; equipment...）

（4）抽象名词（news; information; happiness...）

（5）学科（biology; chemistry; history; math...）

2. 形式层面：

从形式层面，名词有单数名词和复数名词之分：

只用作单数名词：不可数名词和专有名词；

只用作复数名词：glasses / scissors / jeans（二合一）......

people / cattle / police（单形复意）......

the rich; the poor; the young（the +形容词）......

the Alps / the Pacific...

规则的复数名词：

（1）一般情况下加-s：book-books; bag-bags...

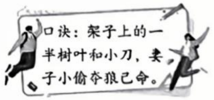
（2）以 s; x; ch; sh 结尾的单词加-es: bus-buses; box-boxes; brush-brushes...

（3）以辅音字母加 y 结尾的单词，变 y 为 i，再加-es: factory-factories...

（4）以元音字母加 y 结尾的单词，直接加-s: boy-boys; toy-toys; key-keys...

（5）以字母 o 结尾的单词，有生命的加-es，无生命的加-s: hero-heroes; potato-potatoes; tomato-tomatoes; photo-photos; radio-radios...

（6）以 f / fe 结尾的单词变 f, fe 为 v，再加-es: knife-knives; leaf-leaves, shelf-shelves, wolf-wolves, wife-wives, thief-thieves, half-halves, life-lives...



注意：roof-roofs belief-beliefs proof-proofs

不规则的复数名词：

（1）元音变化特殊记：man-men; foot-feet; tooth-teeth...

（补充）单复数同形：fish; deer; sheep; means; works; people; species...

（2）国人变化巧记忆：Chinese-Chinese; German-Germans;

Englishman-Englishmen...

（3）带有男人和女人的名词短语变复数形式前后都变：

woman doctor-women doctors; man teacher-men teachers...

（4）其余复合名词变复数形式时主要看主体：girl student-girl students...

四、名词的量

英语中常用可数名词和单位词搭配来表示名词的量；不可数名词一般不能以个数计算，对这类名词计算时也用单位词；

1. 单数：a / an +量词（单）+ of +不可数名词；

   a piece of news...

   a glass of milk...

2. 复数：数词+量词（复）+ of +不可数名词；

   two pieces of news...

   three glasses of milk...

五、名词的格

定义：名词中表示所有或所属关系的形式；

1. ’s 所有格

用于表示有生命的东西的名词之后；有些表示时间、距离、度量衡、价值、国家、城市、团体、机构等无生命的东西的名词后面也可加’s;

(1) 单数名词：在词尾加’s 构成所有格；

Eg: the boy’s computer; the teacher’s house...

(2) 复数名词：不以-s 或-es 结尾的复数名词，在词尾加’s 构成所有格；以 s 或-es 结尾的复数名词在词尾加 ’构成所有格；

Eg: the children’s toy; the students’ teacher...

(3) 由 and 连接的并列连词，如果表示两者共用，则只有在最后一个名词后面加’s; 如果表示两者分别所有，则两个名词后面都要加’s; 且其后的名词应用复数形式；

Eg: the Mary and Lily’s boyfriend; the Mary’s and Lily’s boyfriends...

(4) 如果's 属格所修饰的名词在上文已提及或在下文要提及，则可省略该名词，以避免重复。

Eg: This is my bike, not Mike's (bike).

(5) 's 属格所修饰的名词如果表示商店、房屋、建筑物等，常常省略该名词；

Eg: at the doctor's; at the barber's; at my uncle's...

2. A of B 所有格；

（1）表示无生命的东西的名词一般与介词 of 连用，构成介词短语表示所属关系；

Eg: the roof of the church; the name of the song...

（2）某些表示有生命的东西的名词也可构成 of 短语表示所有格，常用于以下情况：

① 名词较长时，可用 of 短语表示所有格；

Eg: the portrait of Mark Twain（马克吐温的肖像）

the speech of the former Secretary General（前任秘书长的讲话）

② 修饰名词的定语较长时，可用 of 短语表示所有格；

Eg: Do you know the name of the teacher standing over there?

I found the bag of the old lady who lost it yesterday.

③ 表示一类人或物的"the+形容词/分词"修饰名词时，用 of 所有格；

Eg: The living standards of the disabled should be improved.

六、名词句法功能

名词在句中主要作主语、宾语、表语、同位语、定语和补语。

1. 作主语

Eg: In this case, cooperation means success.

2. 作宾语

Eg: Real friends can give you suggestions openly.

3. 作表语

Eg: Many things about the Pyramid of Khufu are still a mystery.

4. 作同位语

Eg: We students need to develop our interests fully.

5. 作定语

Eg: That baby girl is a new member of our family.

本节生词积累

单词/词组	含义	单词/词组	含义

第三节 代词

一、定义：代词是用来代替名词以及起名词作用的短语、分句或句子的词。

二、分类

代词可分为人称代词、物主代词、指示代词、反身代词、不定代词、疑问代词、相互代词、连接代词、关系代词等；

1. 人称代词、物主代词、反身代词

		人称代词		物主代词		反身代词
		主格	宾格	形容词性	名词性	
单数	第一人称	I	me	my	mine	myself
	第二人称	you	you	your	yours	yourself
	第三人称	he	him	his	his	himself
		she	her	her	hers	herself
		it	it	its	its	itself
复数	第一人称	we	us	our	ours	ourselves
	第二人称	you	you	your	yours	yourselves
	第三人称	they	them	their	theirs	themselves

在所有的人称代词中，it 的用法最为特殊，其常考用法主要有以下几种：

it 可代替不定式（短语），作形式主语或形式宾语：

(1) 在 "It is / was+ adj. (+for / of sb.)+不定式（短语）" 句型中，It 代替后面的不定式（短语），作形式主语；

Eg: It is very important to reconsider this matter.

it 可代替动名词（短语），作形式主语；

Eg: It is no use discussing how it happened.

(2) 常见的用 it 作形式宾语的动词有：feel; consider; find; believe; make; take; imagine; prove; think; suppose 等；

这种结构中常用作表语或宾补的名词有：pity; pleasure; shame 等；

这种结构中常用作表语或宾补的形容词有：easy; hard; difficult; important;

vital; necessary; advisable 等；此外，

Eg: I consider it necessary to tell her beforehand.

2. 指示代词

this（这个，近指单数） that（那个，远指单数）

these（这些，近指复数） those（那些，远指复数）

（1）this 和 these 常指后面要讲到的人或物，有启下的作用；而 that 和 those 常指前面提到过的人或物，有承上的作用；

（2）为了避免与前面的名词重复，可以用 that 或 those 来代替；其中 that 指代可数名词单数或不可数名词，those 指代可数名词复数。

it; one; ones; the one; the ones; that; those 的区别:

1. it 和 that 均可替代"the+可数名词单数或不可数名词"，且均表示特指，但 it 指代前面提到的"同一"事物，而 that 指代前面提到的"同类"事物或人；
2. one 替代"a(n)+可数名词单数"，指代前面提到的"同类"事物或人中的任何一个，表示泛指；ones 是 one 的复数形式，替代表示泛指的可数名词复数；
3. the one 相当于 that，替代"the+可数名词单数"，表示特指，the ones 是 the one 的复数形式，替代"the+可数名词复数"，也表示特指，在口语中也常用 those 代替。
4. 当后面有 of 短语时，多用 that 或 those；当有前置修饰语时，只能用 one(s);
5. one(s); the one(s); those 都只能替代可数名词。

3. 不定代词

不定代词是表示不特定的人或物和不定数量的代词，大多数既可代替名词或名词短语（名词性用法），又可用作名词的定语（形容词性用法），如 all; 但有的仅可代替名词（短语），如 nobody; 或仅可用作名词的定语，如 no; 以下是一些常用不定代词的用法和辨析：

(1) some 和 any

some 和 any 都表示“一些”；

① some 用于肯定句中；any 常用于否定句和疑问句中，或 if; whether 之后，此时常与不可数名词或可数名词复数连用；

Eg: There are some people at the gate of the school.

I haven't any pencils.

② some 也可以用于疑问句，表示向对方提出请求、邀请或期望对方做出肯定的答复；any 也可用于肯定句，表示“任何，任一”的意思，此时常与可数名词单数连用：

Eg: Would you like some cups of tea?

Anyone can do it.

(2) each 和 every

each 和 every 都表示“每个”；

each 指人或物的个别情况，用于两个或两个以上的人或物，有名词性和形容词性两种用法，可作主语、宾语、同位语，也可作定语；

every 从整体出发，强调共同性，用于三个或三个以上的人或物，仅有形容词性用法，作定语；

Eg: They searched every person and every room in the house.

The dean（班主任）had a talk with each of us.

(3) many 和 much

many 和 much 都表示“许多”；

many 修饰或代替可数名词，much 修饰或代替不可数名词；

Eg: Many students are playing on the playground.

He has much money, so he can buy anything he likes.

(4) a few / few 和 a little / little

① a few 和 few 与可数名词复数连用：a few 表示“有一些”，肯定含义，few 表示“很少，几乎没有”，否定含义；

Eg: A few bananas are on the desk.

Few bananas are on the desk.

② a little 和 little 与不可数名词连用：a little 表示“少量的，一些”，肯定含义，little 表示“不多的”，否定含义；

Eg: A little water is in the glass.

Little water is in the glass.

(5) no; none; no one 和 nothing

① no 相当于形容词，它相当于 not a (any)，可修饰不可数，可数名词；

Eg: We have no lessons in the afternoon. = We have not any lessons in the afternoon.

I have no book. = I have not a book.

② none 用于指“（三个或三个以上的人或物）都不，毫无，没有一个”，常用于 none of sb. / sth. 结构中；

Eg: None of us knows French.

③ no one 只指人；

Eg: No one can do this job.

④ nothing 表示“没有什么，没有一件东西”，只指物；

Eg: Nothing can be done easily.

(6) both 和 all

① both 用于指“两个都”，作主语时其后的谓语动词用复数形式；

Eg: I have two brothers. Both are students.

both 后常跟 of 短语，of 后可接复数名词或复数代词，后接复数名词时 of 常可省略，后接复数代词时 of 则不能省略；

Eg: Both (of) my children are at school now.

Both of us can do this job.

还用于 both... and...结构中，连接两个平行结构的人或物；

Both you and she are teachers.

② all 表示“所有，一切”，强调三个或三个以上；

Eg: All the people are students.

(7) other; the other; others; the others; another

① other 作形容词时，表示“其他，的另外的”，表示泛指，后接复数名词；other students; other people...

作代词时，意为“（两个人或事物中的第二个）那个，另外一个”，常与 the; any; some 等词连用；

Eg: I will find some other means to study the subject.

② the other 表示“两者中的另一个”时，后跟名词单数，也可作代词来指代名词单数，常与 one 搭配，构成 one…the other…结构；

Eg: I have two brothers. One is a actor, the other is a singer.

还可以表示“其余的”，此时 the other 后跟名词复数；

> other 和 the other 后跟名词复数时的区别：
> “other+名词复数”表示不确定的“其他的或另外的人或物”；
> “the other+名词复数”表示特定范围内的“其余的人或物”；

③ others 相当于“other+名词复数”，意为“其他的人或物”，表示泛指，常用于 some… others…结构；

Eg: Some people want to be wise while others want to be rich.

④ the others 相当于“the other+名词复数”，意为“其余的人或物”，表示特指；

Eg: She gave me one book last week and promised to bring the others on Wednesday.

⑤ another 指的是“另一个”，一般指同类中不定数目中的另一个，表示泛指；another 既可作限定词，又可作代词，用于三个或三个以上的人或物，也可用于“another+数词+可数名词”结构中，意为“另外几天/周/米”等；

Eg: I don't like this computer, please show me another.

Could I have another piece of cake?

(8) either 和 neither

① either 用于指“（两者中的）任何一个”，后面常跟 of 短语；

Eg: Either of them can draw a picture.

② 常用于：either… or…（或者……或者……）

Eg: Either he or I am a teacher.

③ neither 用于指“两者都不”，后面常跟 of 短语；

Eg: Neither of them can draw a picture.

④ 用于：neither… nor…（既不……

> either...or... / neither... nor...
> 连接两个并列结构作主语时，其后的谓语动词应遵循“就近原则”，与离其最近的名词或代词在人称和数上保持一致。

也不……）

Eg: Neither he nor I am a teacher.

(9) 复合不定代词

由 some-; any-; no-; every-和-thing; -body; -one 构成：

共有 12 个（something; somebody; someone; anything; anybody; anyone; nothing; nobody; no one; everything; everybody; everyone）

Eg: Someone is in the classroom.

There is something interesting at the party.

Don't do anything before we get there.

本节生词积累

单词/词组	含义	单词/词组	含义

第四节 介词

一、定义

介词又称前置词，表示其后的名词、代词或相当于名词的其他结构与句子其他成分之间的关系。

二、分类

1. 表时间的介词：

(1) in: 表示时间（主要加季节、月份）；

Eg: in the morning / in summer / in June / in 2020...

(2) at: 表示时间点（点钟）；

Eg: at 8'o clock / at lunchtime...

重要短语：“在……岁”at the age of...

(3) on: 表示具体的日子以及具体修饰时间的词；

Eg: on Monday / on the sunny morning of May...

(4) during: 用于已知的一段时间，包括大家熟知的节日或者某种已确切限定的时期或阶段之前；

Eg: during the Middle Ages / during 1942...

(5) for: 表示一段时间；

Eg: for six years / for ever...

2. 表地点的介词：

(1) in: 表示大地点（空间内部）

Eg: in the bedroom / in Beijing...

(2) at: 表示小地点（精确地点）

Eg: at the corner / at the desk / at the restaurant...

(3) “在......上方”：on（有接触面）over（垂直上方）above（斜上方）

Eg: on the floor / over the river / above the ship...

(4) “在......下方”：under（垂直下方）below（斜下方）

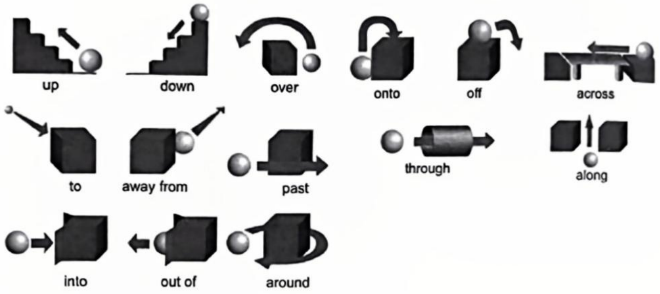
Eg: under the chair / below the desk...

(5) in front of: “在……前面”，其反义词是 behind，说明人与物、物与物之间的相对位置，即不在同一范围内；

in the front of: “在……前面”，说明某人/物在同一范围内；

Eg: There are some flowers in front of the house.

There is a blackboard in the front of our classroom.



3. 表方式的介词；

(1) by (doing): 表示方式

Eg: by boat / by bus / by reading English...

(2) with: 饰品、工具

Eg: cut the apple with a knife / with a ring...

(3) in; 衣服、语言

Eg: in English / in black...

4. 其他常考介词；

(1) between: 表示在…...之间（两者间）

Eg: between 6 a.m. and 7 a.m. / between you and me...

(2) among: 表示在…...之中（大于三者间）

Eg: among the crowd...

本节生词积累

单词/词组	含义	单词/词组	含义

第五节 并列连词

一、定义

连词是一种虚词，它不能独立充当句子成分，而只能起连接词与词、短语与短语以及句子与句子的作用。

二、并列连词

用来连接平行或并列的词、词组和分句，从而构成平行或并列结构；当所连接的成分为分句时，则构成并列句。

按照意义和功能，并列连词可分为以下五种：

(1) 以 and 为代表的表示平行并列的并列连词；还包括：both... and...; not only... but (also)...; as well as 等；

Eg: She is not only gifted but also diligent.

(2) 以 or 为代表的表示选择关系的并列连词；还包括：or else; either... or...; neither... nor...等；

Eg: You can either stay here or come with us.

(3) 以 but 为代表的表示转折的并列连词；还包括：yet; not... but...等；

Eg: We've invited the boss, but she may decide not to come.

(4) 以 while 为代表的表示对比的并列连词；还包括：whereas 等；

Eg: Some people waste food while others don't have enough to eat.

(5) 表示因果关系的并列连词，包括：for; so 等；

Eg: I believe her, for surely she would not lie to me.

"祈使句+and / or+陈述句"为固定结构，若前后之间是顺承关系，则用 and 连接；若前后之间是转折关系，则用 or 连接，也可以用 otherwise 或 or else.

Miss another class and you'll fail.你再缺一次课就会不及格了。

Turn the heat down or / otherwise / or else the food will burn.把炉火关小一些，不然食物就烧焦了。

本节生词积累

单词/词组	含义	单词/词组	含义

第六节 冠词

一、定义

冠词是一种虚词，置于名词之前，起限定说明的作用，因此，冠词不能离开名词而单独使用。

二、分类（不定冠词：a / an　　定冠词：the　　零冠词：/）

1. 不定冠词

有 a 和 an 两种形式，a 用于发音以辅音音素开头的单词前，an 用于发音以元音音素开头的单词前；

Eg: a useful book / a university / a rest / a European

an hour / keep an eye on sth. / an honest boy

(1) 表示“一”这个数量，用于可数名词单数之前，表示“（未曾提到的）一（人、事、物）”；

Eg: He can't speak English, so he needs an interpreter to help him.

(2) 用于可数名词单数之前，表示一类人或物；

Eg: A child not only needs food and clothing, but needs loves as well.

(3) 用于抽象名词之前，起具体化的作用；

Eg: This dictionary is a great help to me.

(4) 用于某些表示数目的固定用法中；

Eg: There are a dozen eggs in the box.

(5) 用于某些固定词组中；

Eg: at a time; make a decision; make a living; have a try...

试着写出其他带有 a 的固定词组：

(6) 用于序数词之前，表示“又一，再一”，相当于 another;

Eg: This novel is so well written that I want to read it a second time.

2. 定冠词

(1) 特指上文提到过的人或物；

Eg: We have a cat and two dogs. The cat is black and the dogs are white.

(2) 特指说话双方都知道的人或物；

Eg: Do you know where the dog is?

(3) 用于序数词之前，表示“第几”；

Eg: He is always the first to come.

(4) 用于形容词或副词最高级之前，但副词最高级之前的 the 常省略，也可用于 only; very; main; sole; same 等修饰词之前；

Eg: This is the only path through the forest.

Who runs (the) fastest in your class?

(5) 用于表示乐器名称的名词之前；

Eg: play the piano; play the violin...

(6) 用于表示江、河、湖、海、山脉、群岛、某些国家、机构组织、建筑、报纸等的专有名词之前；

Eg: the Yellow River; the Mississippi; the Himalayas; the Great Wall...

(7) 用于表示世界上独一无二的事物的名词之前；

Eg: the sun; the earth; the moon; the sky...

(8) 用在形容词或分词前，表示某一类人、某一类食物或某种抽象概念；

Eg: You can't expect me to do the impossible.

Firemen tried their best to save the injured.

(9) 用于某些固定词组中；

Eg: on the left; all the time; in the first place; in the front of...

试着写出其他带有 the 的固定词组：

3. 零冠词

注：一般情况下以 day 结尾的节日不加冠词；以 festival 结尾的节日要加定冠词 the；

(1) 用于复数名词或不可数名词之前，泛指一类人或事物；

Eg: Children are getting a better education today than in the past.

(2) 用于国名、人名、地名等专有名词或表示公园、火车站的名词之前；

Eg: China; Mary; Shanghai; Beihai Park; Guangzhou Railway Station...

(3) 用于表示称呼、官衔、职位的名词；

Eg: Mary is the only daughter of Mrs. Black.

(4) 用于表示三餐的名词之前；

Eg: He often goes to work without breakfast.

(5) 用于表示日期、星期、月份、节假日等时间的名词之前，表示季节时，可加定冠词 the, 也可不加，用零冠词；

Eg: We have classes from Monday to Friday.

(6) 用于表示球类、棋类等体育运动和娱乐活动的名词之前；

Eg: They are playing basketball in the playground.

(7) 用于表示交通和通信手段的名词之前（如果加冠词，则语义不同）；

go (come; travel) by car / bike / bus / train / ship / plane (air)...

开车/骑自行车/乘公共汽车/乘火车/乘轮船/乘飞机......去（来、旅行）；

send a message by letter / post (mail) / radio / telegram / telephone...

通过信件/邮递/无线电/电报/电话……传达信息

本节生词积累

单词/词组	含义	单词/词组	含义

第七节 数词

一、定义

数词是表示数目多少和顺序排列的词。

二、分类

1. 基数词（数目多少）

One	Two	Three	Four	Five	Six
Seven	Eight	Nine	Ten	Eleven	Twelve
Thirteen	Fourteen	Fifteen	Sixteen	Seventeen	Eighteen
Nineteen	Twenty	Thirty	Forty	Fifty	Sixty
Seventy	Eighty	Ninety	Hundred	Thousand	Million

(1) 表示确切数字时，基数词如 hundred; thousand; million; billion 等只能用单数形式，不能加-s, 不与介词 of 连用：

Eg: six thousand eight hundred workers; 3.5 billion years...

但在某些表示概数的习语中，如“成百上千”“成千上万”等，基数词要加-s, 此时常与介词 of 连用：

Eg: hundreds of soldiers; thousands of birds...

(2) dozen（1 打，12 个），score（20）等表示确切数字时不用复数形式，但在表示不确切数字时要用复数形式，此时常与 of 连用；

Eg: two dozen bottles of beer; four score and six years...

(3) “基数词+连字符+名词”可以构成复合形容词，表示数量，此时名词应用单数形式，相当于“基数词+该名词的所有格（名词的单复数形式由基数词而定）”；其后跟可数名词单数时，前者常加不定冠词 a 或 an, 后者则一般不用冠词：

Eg: a ten-minute walk (=ten minutes' walk) 十分钟的步行路程

a three-week holiday (=three weeks' holiday) 为期三周的假期

(4) 某些基数词的复数形式可以用在"in one's / the+基数词的复试形式"结构中：

① "in one's+基数词的复数形式"可以表示年龄，意为"在某人......多岁时"：

Eg: Tom published a novel in his twenties.

② "in the+基数词的复数形式"可以表示年代，相当于"in the+该基数词的所有格"：

Eg: The building was built in the 1820s / in the 1820's.

2. 序数词（数目顺序）

First	Second	Third	Fourth	Fifth	Sixth
Seventh	Eighth	Ninth	Tenth	Eleventh	Twelfth
Thirteenth	Fourteenth	Fifteenth	Sixteenth	Seventeenth	Eighteenth
Nineteenth	Twentieth	Thirtieth	Fortieth	Fiftieth	Sixtieth
Seventieth	Eightieth	Ninetieth	Hundredth	Thousandth	Millionth

(1) 序数词的形式

① 序数词中除了前三个 (first; second; third) 形式特殊以外，其余序数词多在基数词结尾加-th, 个别的拼写有变化，如 fifth; eighth; twelfth 等；

② 以-ty 结尾的基数词变为序数词时，应将 y 改成 i 再加-eth, 如 twentieth; thirtieth 等；

③ 表示"几十几"的两位数的基数词变为序数词时，只用将个位数变成序数词，十位数不变，如 twenty-one: twenty-first; sixty-five: sixty-fifth 等；

(2) 序数词的缩写

由对应的阿拉伯数字加该序数词的最后两个字母构成，如 first-1st; third-3rd; eightieth-8th 等；

(3) 序数词的用法

① 序数词前加定冠词 the, 表示"第几"：

Eg: He was the third in the exam.

② 要表达或强调"再一，又一"时，在序数词前加 a 或 an;

Eg: I want to eat a fifth bowl.

3. 分数（分子基数词，分母序数词；分子大于 1，分母加 s）

Eg: 1/3— a third　3/5— three fifths　1/4— a quarter

4. 百分数（“基数词/小数+percent”）

Eg: 1%— one percent　99%— ninety-nine percent

5.6%— five point six percent　6.4%— six point four percent

5. 小数

小数点读作 point, 小数点前的数字按基数词的规则读出，小数点后的数字按个位数基数词依次读出：

Eg: 0.5— zero point five　1.7— one point seven

本节生词积累

单词/词组	含义	单词/词组	含义

第八节 形容词

一、定义

形容词是描述人或事物的特征、性质、属性或状态的一种开放性词类；主要用来修饰名词和代词。

二、形容词的句法功能

1. 作定语：

(1) 作前置定语

① 单个形容词作定语时，一般放在所修饰的名词之前；

Eg: Some people are good friends but bad family members.

② 多个形容词和限定词修饰同一个名词时的顺序：限定词（冠词、物主代词、指示代词、不定代词、数词等）+一般描绘性形容词、特征形容词+表示大小、长短、高低、形状的形容词+表示年龄、新旧的形容词+表示颜色的形容词+表示国籍、地区、出处的形容词+表示物质、材料的形容词+表示作用、类别的形容词+名词；

Eg: This pretty little Spanish girl is Linda's cousin.

During our trip, we watched a wonderful new Italian opera.

(2) 作后置定语

① 形容词修饰由 some-; any-; every-; no-等和-body; -one; -thing 等组成的复合不定代词时，应后置；

Eg: The police found nothing strange in the room.

② 带有前缀 a-的形容词，即表语形容词，如 asleep; alike; alive; alone; absent（缺席的）等，修饰名词时，应后置；

Eg: Bill Gates is one of the most influential celebrities alive in the world.

③ 形容词短语一般要后置；

Eg: It is a matter hard to deal with.

④ 表示长、宽、高、深及年龄的形容词，应放在所修饰的名词之后；

Eg: The field is about two hundred meters long and ten meters wide.

2. 作表语：

形容词可以放在系动词的后面作表语：

Eg: If we can command our wealth, we will be rich and free.

3. 作补足语：

Eg: Knowledge makes one graceful, while association（交往）makes one perfect.

（补充）

enough 作限定词时，意为“足够的，充足的”，作定语修饰名词时常位于名词之前，有时也可位于名词之后；enough 作副词时，意为“足够地，充分地，相当”，修饰动词、形容词或副词时，应当后置：

Eg: There is enough food for everybody in the room.

Students brave enough to attempt the course deserve to succeed.

三、分词转化而来的形容词

1. -ed：以-ed 结尾的形容词主要修饰人；
2. -ing：以-ing 结尾的形容词主要修饰物；

英语单词	汉语词义
exciting; excited	令人兴奋的；兴奋的
moving; moved	令人感动的；感动的
tiring; tired	令人困倦的；困倦的
embarrassing; embarrassed	令人尴尬的；尴尬的
interesting; interested	有趣的；感兴趣的

Eg: It was the most frightening experience of my life.

She was very frightened that the plane would crash.

四、常用句型

It is / was+形容词+of / for sb.+to do sth.

1. 若形容词描述的是不定式（短语）逻辑主语的性格、品质或特征等，如 kind; good; nice; right; wrong; clever; careless; polite; foolish 等，用 of;

此时可将句型转换为“sb.+be 动词+形容词+to do sth.”

Eg: It is very kind of him to give me advice. = He is very kind to give me advice.

2. 若形容词描述的是事物的特征或特点等，而不是对不定式（短语）逻辑主语的性格、品质或特征等进行评价，如 difficult; easy; hard; important; dangerous; (in) possible; convenient 等，用 for;

此时可将句型转换为“to do sth.+is / was+形容词+for sb.”

Eg: It is difficult for him to solve the problem alone. = To solve the problem alone is difficult for him.

本节生词积累

单词/词组	含义	单词/词组	含义

第九节 副词

一、定义

副词是指在句中表示行为或状态特征的词，用以修饰动词、形容词、其他副词以及全句，表示时间、地点、程度、方式等概念。

二、分类

时间副词、地点副词、程度副词、疑问副词、关系副词、连接副词、频率副词、方式副词等。

三、副词的一般用法

1. 副词可以修饰动词：

   Eg: He runs fast.

2. 副词可以修饰副词：

   Eg: She speaks Chinese very well.

3. 副词可以修饰形容词：

   Eg: You have a very nice watch.

4. 副词可以修饰整个句子：

   Eg: Suddenly, he fell into the river.

so 和 such 的用法区别:

so 和 such 都有"如此"的意思，但用法有所不同。

后跟名词时，so 常用于"**so+adj. +a(n)+可数名词单数**"结构中；such 常用于"**such+a(n)+adj.+可数名词单数**"或"**such+adj.+可数名词复数/不可数名词**"结构中。

注意，当名词前有 few; many; little; much 等词修饰时，必须用 so，而不能用 such：如：

It is so difficult a task that they can't handle it by themselves.

The knot was fastened in such a complex way that nobody could undo it.

There are such interesting books that the boy can't look away from them.

四、形容词、副词的比较等级及其用法

形容词和副词有三个比较等级，即原级，比较级和最高级。

1. 原级比较

(1) 肯定式：

as+形容词或副词的原级+as，用于两者之间，表示“一方与另一方一样”；

Eg: My grandfather is as energetic as a young man.

(2) 否定式：

not as / so+形容词或副词的原级+as，用于两者之间，表示“一方不及另一方”；

Eg: This dictionary is not as / so useful as yours.

2. 比较级和最高级

(1) 规则变化

构成方法		原级	比较级	最高级
单音节词和少数双	一般在词尾加-er 和-est	short	shorter	shortest
		hard	harder	hardest
	以字母-e 结尾的词，在词尾加-r 和-st	nice	nicer	nicest
		fine	finer	finest
	重读闭音节且词尾只有一个辅音字母时，应先双写辅音字母，再加-er 和-est	big	bigger	biggest
		thin	thinner	thinnest
		hot	hotter	hottest
	以“辅音字母+y”结尾的双音节词，先变 y 为 i，再加-er 和-est	happy	happier	happiest
		early	earlier	earliest

音节词	以-er, -ow 结尾的双音节词，在词尾加-er 和-est	clever	cleverer	cleverest
		narrow	narrower	narrowest
	以-ble, -ple 结尾的双音节词，在词尾加-r 和-st	able	abler	ablest
		simple	simpler	simplest
多音节词和部分双音节词	词前加 more 和 most	important	more important	most important
		famous	more famous	most famous

(2) 不规则变化

原级	比较级	最高级	说明
many much	more	most	--
good well	better	best	--
bad badly ill	worse	worst	当 badly 作“很，非常”讲时，其比较级和最高级形式应在其前分别加 more 和 most.
little	less	least	--
far	farther further	farthest furthest	Farther 和 further 都可以表示距离、时间上的“更远（的），较远（的）”，但引申为“更多（的），更进一步（的）”时，只能用 further.
old	older elder	oldest eldest	（1）older 和 oldest 常用关于比较年龄的大小； （2）elder 和 eldest 常用于表示家庭中的长幼关系。

3. 比较级的用法

(1) “形容词/副词的比较级+than...”表示“比......更......”，用于对两个人或事物的比较：

Eg: He did much better in the final exam this term than last term.

(2) “the+比较级......，the+比较级......”句型是两个分别由“the+形容词/副词的比较级”引出的句子，表示“越......，越......”；

Eg: The more he gets, the more he wants.

(3) “比较级+and+比较级”或“more and more / less and less+形容词/副词的原级”结构，可以表示逐渐增加或减少，意为“越来越......”；

Eg: She has become more and more beautiful these years.

(4) 比较级前可用 many; much; far; a little; a few; sightly; a great / good deal; a lot; rather; completely; even; still 等词或短语修饰，表示程度；也可用数词+名词构成的短语修饰，表示确定的度量；

Eg: The experiment was much easier than we had expected.

(5) 比较级前一般不加定冠词，但是，当句中有“of the two+可数名词复数”时，比较级前要加 the;

Eg: Tom is the taller of the two boys.

(6) superior; inferior; senior; junior; prior 等词本身含有比较意义，没有比较级，且其后应用介词 to 引出比较对象，而不用 than;

Eg: She works with me in the company, but she is senior to me.

4. 最高级的用法

(1) 在表示对三个或三个以上的人或事物进行比较时，常用以下句型：

① 主语+连系动词+the+形容词的最高级（+名词）+比较的范围；

Eg: This building is the oldest theater in London.

② 主语+行为动词(+the)+副词的最高级+比较的范围；

Eg: He works (the) hardest among us in the company.

(2) 形容词或副词的最高级可以被 much; almost; by far; nearly; by no means; quite; really; the very 及序数词等修饰，表示程度或顺序；

Eg: This problem is almost the easiest among all.

5. 倍数的表达方式

常用的倍数表达方式主要有以下三种：

(1) “A+谓语+倍数+形容词或副词的比较级+ than+B” 表示 “A 是 B 大、长、高、宽等的 X 倍（A 比 B 大、长、高、宽等 X-1 倍）”；

Eg: This hall is five times bigger than our classroom.

(2) “A+谓语+倍数+as+形容词或副词的原级+ as+B” 表示 “A 是 B 大、长、高、宽等的 X 倍（A 比 B 大、长、高、宽等 X-1 倍）”；

Eg: This ruler is twice as long as that one.

(3) “A+谓语+倍数+the size / length / height / width...+ of+B”表示 A 是 B 大、长、高、宽等的 X 倍（A 比 B 大、长、高、宽等 X-1 倍）”；

Eg: This room is three times the size of that one.

本节生词积累

单词/词组	含义	单词/词组	含义

第三章 高频语法

第一节 主谓一致

一、定义

主谓一致是指主语和谓语两个语法成分之间保持一致。

在英语中，主谓一致只要是指用作主语的名词、代词或名词词组的中心词和用作谓语的动词在人称、数等方面的一致。

二、遵循的原则

（1）就近原则

就近原则（谓语根据 B 变化单复数）	1. A or B	或者.....
	2. either A or B	要么......要么......
	3. neither A nor B	既不......也不......
	4. not only A, but also B	不仅......而且......
	5. not A, but B	不是......而是......
	6. there+ be B and A	有......

Eg: Not only the Children but also their father knows something about this matter.

（2）就远原则

就远原则（谓语根据 A 变化单复数）	1. A as well as B
	2. A with / together / along with B
	3. A in addition to B
	4. A except / but B
	5. A rather than / instead of B

Eg: The teacher, along with a committee of bright students has compiled a reading list.

（3）就后一致

当主语为分数、小数、百分数+ of+ n. 时，谓语单复数由 n. 决定：

① 当名词为可数名词复数时，谓语动词用复数；

② 当名词为可数名词单数时，谓语动词用单数；

③ 当名词为不可数名词时，谓语动词用单数；

Eg: Four-fifths of the students in the class are from rural area.

Ninety nine percent of success depends on working hard.

（4）意义一致

① 集合名词

表示整体概念时，谓语用单数，表达整体中的部分，谓语用复数；

常见的集合名词有：population; audience; committee; family; class; team; band; crew; government; company; firm; staff; party; group; management; school; union; crowd...

Eg: The population of China is larger than that of Japanese.

Three fourths of the population are farmers.

② 单复数同形的词

常见的单复数同形词有：fish; sheep; deer; works; species; means; people

谓语动词的单复数根据语境决定；

Eg: There are some sheep on the field.

（5）必单原则

① 表示时间、距离、金钱、算式等复数名词作主语时，谓语动词通常用单数形式；

Eg: Ten dollars a week is poor wages.

Sixteen miles is a long way to walk.

② 主语是不定代词/被不定代词修饰时，谓语用单数；

常见的不定代词有：one; another; somebody; anybody; nobody; everyone; no one; something; anything...

Eg: Many a student has made such a foolish mistake.

③ 主语有量词修饰时，谓语用单数；

Eg: A pair of shoes is not enough for me to wear.

④ 主语是 doing / to do /从句/不可数名词时，谓语用单数；

Eg: Running is good for our health.

To study English well is not easy.

What he is doing for us seems very good.

（6）必复原则

① both... and...连接并列主语，谓语动词用复数；

Eg: Both English and Chinese are my favorite.

② the A and the B 作主语，谓语动词用复数；

Eg: The singer and the writer are famous.

③ 当主语是牛(cattle) 人(people) 警察(police) 穿衣服(clothes) 作主语，谓语动词用复数；

Eg: The police are also looking for a second car.

④ 主语由 a number of 修饰时，谓语动词用复数；

Eg: A number of students are planting trees on the hill.

⑤ 主语由 quantities of 修饰时，谓语动词用复数；

Eg: Quantities of students are from the south.

三、补充

（1）常用作复数或只有复数形式的名词作主语时，谓语动词应用复数形式；

常见的这类名词有：clothes; belongings（财物），earnings（薪水，收入），savings（积蓄，存款），surroundings（环境），remains（剩余物，残留物），goods（商品），fireworks（烟火表演），thanks（感谢）等；

Eg: The clothes are not suitable for everyday wear.

（2）all; some; any; more; most; the rest 等作主语时，若指代不可数名词，谓语动词用单数形式；若指代可数名词复数，谓语动词用复数形式；

both; (a) few; many; (the) others 等作主语时，谓语动词用复数形式；

（3）如果并列主语指的是同一个人、物、概念或一个不可分割的整体时，谓语动词应用单数形式；

常见的这类短语有：bread and butter（涂黄油的面包），a watch and chain（一块带链的表），law and order（社会秩序），a knife and fork（一副刀叉），a cup and saucer（一套杯碟）等；

Eg: A teacher and writer is going to give us a talk this afternoon.

（4）“a number of+复数名词/代词”作主语时，后面的谓语动词应用复数形式；

“the number of+复数名词/代词”作主语时，后面的谓语动词应用单数形式；

Eg: A number of children are playing in the park.

The number of clients（客户）of this company is rather small.

（5）“a quantity of+不可数名词/可数名词复数”作主语时，谓语动词通常与名词的数保持一致；

但“quantities of+不可数名词/可数名词复数”作主语时，谓语动词应用复数形式；

Eg: A vast quantity of beer was sold yesterday.

Great quantities of sand were washed down the hillside rain.

（6）在“one of+复数名词+定语从句”结构中，从句一般是修饰复数名词的，所以从句的谓语动词应用复数形式；

而当 one of 之前有 the; the only; the mere; the way 等修饰时，从句一般是修饰单数名词的，所以从句的谓语动词应用单数形式；

Eg: Jeff is one of the journalists who were awarded a prize at that time.

Jeff is the only one of the journalists who was awarded a prize at the time.

（7）means 作“方式，手段，工具”讲时，单复数同形，作主语时，若其前面有 each; every; either; neither 等表示单数概念的定语修饰，谓语动词应用单数形式；若其前面有 all; both; these 等表示复数概念的定语修饰，谓语动词应用复数形式；

Eg: Every possible means has been tried.

All possible means have been taken to save the boy.

（8）“more than one+单数名词”在意义上虽有复数概念，但作主语时，谓语动词一般用单数形式；

"more+复数名词+than one"作主语时，谓语动词应用复数形式：

Eg: More than one person is involved in this case.

More visitors than one have complained about the service here.

本节生词积累

单词/词组	含义	单词/词组	含义

第二节　时态语态

一、动词时态

动词时态表示谓语动词的动作或状态发生的时间和方式。

英语中共有四种不同的时间（现在、过去、将来、过去将来）和四种不同的方式（一般、进行、完成、完成进行），任意一种时间的方式相组合就构成一种时态。

时态				
时间＼方式	一般	进行	完成	完成进行
现在	am / is / are do / does	am / is / are doing	have / has done	have / has been doing
过去	was / were did	was / were doing	had done	had been doing
将来	will / shall do be going to do	will / shall be doing	will / shall have done	shall / will have been doing
过去将来	would / should do	would / should be doing	would / should have done	should /would have been doing

1.　一般现在时

主语+动词原形（若主语是第三人称单数，动词原形后一般加-s 或-es）

(1) 表示经常性或习惯性的动作或存在的状态；常与表示频度的时间状语连用，如 always; often; usually; generally; sometimes; rarely; never; once a week; twice a month; every day; now and then 等；

Eg: I talk with my parents by phone now and then.

(2) 表示安排或计划好的将要发生的动作，或表示按时间表将要发生的动作，这种安排不可更改或随意变动，句中常有一个表示将来的时间状语：

常用的动词有：be; arrive; come; go; start; begin; leave; return; end; stop 等：

Eg: The concert begins at 7:00 p.m. and ends at 9:30 p.m.

(3) 表示格言、客观事实或普遍真理；（即使出现在过去的语境中，仍用一般现在时）；

Eg: I learned that the earth goes around the sun when I was in primary school.

(4) 主将从现★

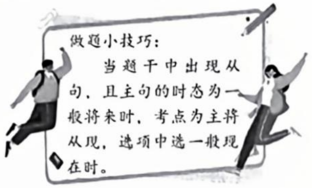
用在时间和条件状语从句中，用一般现在时代替一般将来时；

常用的引导词有：

时间：when; until; after; before; as soon as; the moment; the minute; the time...

条件：if; unless; as long as...

Eg: If he accepts the job, he will get more money soon.



2. 一般过去时

主语+动词的过去式；

表示在过去某个特定时间或某一段时间内发生的动作或存在的状态；

常与表示特定过去时间的状语连用，如 a moment / three days ago; last night / Friday / week / month / year; (the day before) yesterday; in 1994 等；

Eg: He and his friends visited the Great Wall last year.

3. 一般将来时

常与表示将来的时间状语连用，如：(the day after) tomorrow; next week / month / year; in two minutes / hours / days / month; soon; some day; in the future 等；

(1) “shall / will+动词原形”一般表示将要发生的动作或存在的状态；shall 常用于第一人称，will 可用于各个人称；

Eg: My elder brother will be twenty years old next year.

(2) “am / is / are going to+动词原形”表示主观打算做某事或有迹象表明即将发生某事；

Eg: It is cloudy. I think it is going to rain soon.

(3) “am / is / are+不定式”常表示按安排、计划、约定、职责、义务或要求必须做的事或即将发生的动作；

Eg: Your assignment is to be handed in next Tuesday.

(4) “am / is / are+about+不定式”表示即将发生的动作，不能与表示将来的时

间状语连用：

Eg: The team is about to play an important match.

(5) “am / is / are+现在分词（仅限位移动词）”常表示在不久的将来要做某事，或按计划、安排将要发生某事：

常见的这类动词有：go; come; leave; start; begin; arrive; run; stay; take 等；

Eg: He is leaving school in three months.

(6) 在“祈使句+and / or+陈述句”结构中，前面的祈使句部分表示条件，而 and / or 后面的句子应用一般将来时：

Eg: Close the window, or you'll catch a cold.

4. 现在进行时

主语+am / is / are+现在分词；

(1) 表示现在、目前或现阶段正在进行的动作或发生的事情；

Eg: We are waiting for you at the school gate now.

(2) 现在进行时表将来，表示最近按计划或安排要进行的动作（这时多有表示将来的时间状语），常与短暂性动词 go; come; leave; start; begin; arrive 等连用；

Eg: Marry is leaving on Friday.

5. 过去进行时

主语+was / were+现在分词；

表示在过去某段时间点或某一时刻内正在发生的动作；常用的时间状语有：at that time; this time yesterday; the whole morning 等；

Eg: The boy was doing his homework when his father came back from work.

固定结构：

(1) was / were doing sth, when did 过去正在做某事，突然......

(2) was / were about to do sth, when did... 过去将要做某事，突然......

Eg: One of the guards was sleeping when the general came in, which made him very angry.

The students were about to speak when the teacher came in.

6. 将来进行时

主语+shall / will be+现在分词；

表示在将来某一时刻或某段时间内正在进行的动作，或按计划在将来某一时刻或某段时间内将要进行的动作。常用的时间状语有：(at) this time tomorrow / next week / next month; at 8 a. m. tomorrow; in the next three weeks; tomorrow 等；

Eg: I'll be doing my homework this time tomorrow.

7. 现在完成时

主语+have / has+过去分词；

(1) 表示已经做完某事，强调过去所发生的动作或事情对现在的影响或产生的结果，着眼点在现在；常与不确定的时间状语连用，如：yet; already; just; before; recently; lately 等；

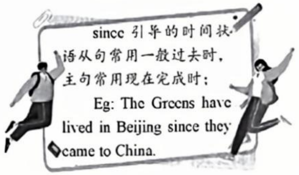
Eg: We have just come back from the United States.

(2) 表示过去经历过得事情；常与表示频度的时间状语连用，如：often; ever; never; only; once; twice 等；

Eg: I have only been to the Great Wall once.

(3) 表示过去的某一动作或行为一直持续到现在，而且还有可能延续下去；常与表示一段时间的状语连用；如：so far; up to now; until now; (ever) since; for a long time; for / in / over the past few years; these (few) days / weeks / months / years 等；

Eg: Up to now, we haven't received any news of her.



(4) 现在完成时可用于下列结构中：

① 在 "This / That / It is the+序数词+time+that 从句" 结构中，从句应用现在完成时，表示 "这是/那是某人/某物第几次做某事"；

Eg: It is the second time that Jack has met the girl.

This is the first time that the painting has been displayed to the public.

② 在 "This / That / It is the best / worst / most / only... (+adj.) +n.+ (that) 从

句”结构中，从句应用现在完成时；

Eg: It is the most interesting film that I have ever seen.

This is the easiest job that I've ever done.

③ “It is / has been+一段时间+since 从句”句型表示“自从……有（多久）”，since 引导的从句不能用否定形式，且时态应用一般过去时。从句中的谓语动词若为短暂性动词，表示动作已开始多长时间了；从句中的谓语动词若为延续性动词，则表示动作已结束多长时间了；

Eg: It has been three years since they got married.

8. 过去完成时

主语+had+过去分词；

表示在过去某个时间或某个动作之前已经完成的动作，或者表示从过去某个时间开始一直延续到过去另一个时间的动作；它表示动作发生的时间是“过去的过去”；这个过去的时间常用含 by; before; by the end of 等的介词短语或 by the time 等引导的时间状语从句来表示，也可以用一个过去的动作或通过上下文来表示；

Eg: By the end of last term, we had finished the book.

She found that she had left her luggage on the bus.

(1) 三胞胎短语 Hardly...when / Scarcely... when... / No sooner... than..（一……就）引导时间状语从句时，主句常用过去完成时，从句常用一般过去时；

Eg: I had hardly finished my work when he came to see me.

I had no sooner got into the room than it began to snow.

倒装公式：Hardly / Scarcely / No sooner + had +主语+ done + when / than +过去式

Eg: No sooner had I reached home than it began to rain.

(2) 在“It was+一段时间+since 从句”句型中，从句应用过去完成时，且从句中的谓语动词一般为短暂性动词；

Eg: It was at least three months since I had left Beijing.

(3) 在“This / That / It was the+序数词+time+ that 从句”结构中，从句应用过去完成时，表示“这是/那是某人/某物第几次做某事”；

Eg: This was the second time that she had seen her grandfather.

9. 将来完成时

主语+shall/ will have+过去分词；

（1）表示在将来某时刻之前或某动作发生之前已经完成的动作（时间状语很明显）；

Eg: By the end of next month, he will have traveled 1000 miles on foot.

（2）表示一个持续到将来某时刻之前或某动作发生之前的动作；

Eg: By next Monday, she will have studied here for three years.

（补充）

一般来说，如果句中出现了“by+将来时间”构成的时间状语，句子就应用将来完成时；

10. 现在完成进行时

主语+have / has been+现在分词；

表示从过去某一时间开始一直延续到现在的动作，这个动作可能刚刚结束，或者可能还要继续进行下去；还可表示重复性的动作；

Eg: I have been waiting for an hour, but he still hasn't turned up.

（补充）

现在完成进行时中多用延续性动词，如：live; learn; lie; stay; sit; wait; stand; rest; study 等，且常和 all this time; this week; this month; all the morning; recently 等时间状语；

11. 过去完成进行时

主语+had been+现在分词；

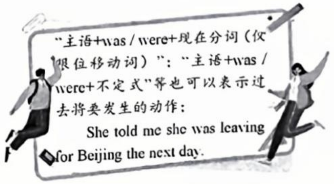
表示过去某个时间之前一直在进行的动作或存在的状态；

Eg: I didn't know you had been suffering from such great pain.

12. 过去将来时

主语+should / would+动词原形；

表示在过去某时看来将要发生的动作或存在的状态；



Eg: She said her mother would come to see her the the next day.

二、语态部分

英语有两种语态，即主动语态和被动语态；

主动语态表示主语是动作的执行者；

Eg: She takes care of the little boy.

被动语态表示主语是动作的承受者；

Eg: The little boy is taken care of by her.

1. 常用的十种被动语态

被动语态的基本构成：be+及物动词的过去分词；动作的执行者由介词 by 引出，往往可以省略；

被动语态是动词的一种形式，有时态、人称和数的变化，这种变化体现在 be 动词上；

一般现在时	am / is / are done
一般过去时	was / were done
一般将来时	will / shall be done
现在进行时	am / is / are being done
过去进行时	was / were being done
现在完成时	have / has been done
过去完成时	had been done
将来完成时	will / shall have been done
过去将来完成时	should / would have been done
过去将来时	should / would be done

2. 主动表被动的情况

(1) 某些表示主语品质或特性的动词，如 read; write; draw; wash; clean; bake; burn; open; lock; cut; shut; sell; wear; move 等，常与 well; easily; smoothly 等副词连用，用主动形式表示被动意义，主语通常是“物”；

Eg: That long back dress washes very well.

(2) 一些系动词的主动形式可以表示被动意义，如 feel; look; seem; appear; taste; sound; smell; prove; remain 等，主语通常是“物”：

Eg: This shirt feels much softer than that one.

(3) doing 表被动：sth.+ need / want / require / deserve+ doing sth. = to be done

Eg: The flowers require watering. = The flowers require to be watered.

3. 被动表主动

It is said that... 据说

It is reported that... 据报道

It is widely believed that... 据相信

It is expected that... 据期待

It is estimated that.... 据估计

本节生词积累

单词/词组	含义	单词/词组	含义

第三节 虚拟语气

一、定义

虚拟语气用来表示说话人的主观愿望、假设、怀疑、猜测、建议等，并不是客观存在的事实。

二、虚拟语气在非真实条件句中的用法

（1）if 引导的非真实条件句★

if 引导非真实条件句		
时　间	if 从句谓语	主句谓语
对现在	were / did	would / should / might / could + do / be
对过去	had done	would / should / might / could + have done / been
对将来	were / did should do were to do	would / should / might / could +do / be

Eg: If we had a map in hand now, we would easily get out of the forest.

If my layer had been here last Sunday, he could have told me what to do.

If I took / should take / were to take over the work next week, I would do it in a different way.

（2）虚拟倒装结构

在非真实条件句中，若从句中含有 were; had 或 should，可以省略 if，并把这些词提至句首，以强调假设条件的虚拟性或突出说话人的主观愿望：

Were / Had / Should +主语+其他，主句......

Eg: Were I you, I would directly refuse his unreasonable demand.

Had you finished me earlier, I wouldn't have finished the contract.

Should I have enough money, I would buy the beautiful house.

（3）错综虚拟语气

在非真实条件句中，主句和从句所指的时间在一般情况下是一致的，但有时主句谓语动词表示的动作和从句谓语动词所表示的动作发生的时间不一致，这时主句和从句谓语动词的形式应根据句意和各自的时间状语来确定：

Eg: If you had taken medicine in this morning, you would not be crazy now.

从句对过去虚拟　　　　主句对现在虚拟

三、含蓄/特殊虚拟语气

（一）含蓄虚拟

在有些句子中，表示假设的条件也可以用介词（短语）(but for / without+n.) 或副词 (otherwise) 引出，这样的句子被称为含蓄条件句；

现在/将来：should / would / could / might+动词原形

过去：should / would / could / might+ have+过去分词

Eg: But for electricity (=If it were not for electricity), there would be no modern industry.

Without mobile phone, we would live better.

He was having a meeting then, otherwise he would have answered the phone call from you.

（二）特殊虚拟

（1）wish+宾从

（从句）现在：过去式 (were / did)

过去：had+过去分词

将来：would / could / might+动词原形

Eg: I wish it were a sunny day today.

He wish she could do better next time.

I wish she had visited her grandparents then.

（2）as if; as though

（从句）现在：过去式 (were / did)

过去：had+过去分词

将来：would / could / might+动词原形

Eg: He speaks as if he knew all about the thing.

He talked about Rome as though he had been there himself.

She feels very worried, as if the end of the world would come soon.

（3）would rather; would sooner; would as soon

（从句）现在/将来：过去式（were / did）

过去：had+过去分词

Eg: I would rather she gave up her plan for the time being.

I would sooner you hadn't given away the secret.

I would as soon you came here tomorrow.

（4）虚拟语气在 if only 句型中的用法

If only 引起的感叹句应用虚拟语气，表达的意思与 I wish 相近，表示愿望：

现在（还没有实现的愿望）：过去式（were / did）

过去（没有实现的愿望）：had+过去分词

将来（没有可能实现的愿望）：would / could / might+动词原形

Eg: If only my elder sister were younger!

If only I had not been busy last week!

If only she would go to London with me tomorrow!

（5）虚拟语气在 It is (high / about) time (that)...句型的用法

从句要用虚拟语气，从句谓语动词多用过去式；有时也用"should+动词原形"的形式，should 不可以省略，意为"该是......的时候了"：

Eg: It is high time (that) you learned / should learn something from your past lessons.

It is about time (that) you made up / should make up your mind to move on.

四、虚拟语气在从句中的应用

（1）主+特殊 v. + that+主语+ (should) do.

特殊动词：

一坚持：insist

两命令：order; command

四建议：advise; suggest; propose; recommend

四要求：require; request; desire; demand

Eg: I suggest that you (should) mind your own business.

（2）It is+ adj.+ that +主语+ (should) do.

形容词：

一奇怪：strange

一自然：natural

六大要：important; vital; necessary; essential; urgent; imperative

Eg: It's necessary that you (should) keep a cat.

五、情态动词的虚拟语气

情态动词+have done	
would have done 本愿意	wouldn't have done 本不愿意
should have done 本应该	shouldn't have done 本不应该
ought have done 本应该	oughtn't have done 本不应该
might have done 本可能	mightn't have done 本不可能
could have done 本能够	couldn't have done 本不可能
need have done 本需要	needn't have done 本没必要
must have done 肯定已经	mustn't have done 不可能

本节生词积累

单词/词组	含义	单词/词组	含义

We are very happy to cooperate with you in the project.（原因）

此外，**“only+不定式”**这一结构表示一种出乎意料或非主观希望的结果，该结构常用逗号与前面的句子隔开；

Eg: Yesterday I went to see her, only to learn that she had gone abroad a week before.

(6) 作宾语补足语

有些及物动词（短语）的宾语之后常用不定式作宾语补足语，构成复合宾语，以表达完整的意义；

常用的结构为：动词（短语）+宾语+to do

这些及物动词（短语）有：advise; allow; arrange for; ask; beg; cause; command; expect; encourage; find; forbid; force; get; help; invite; inspire; leave; order; permit; persuade; prefer; remind; require; teach; tell; urge; want; warm; wish 等；

Eg: He was too proud to ask his family to help and support.

I can't except others to be on time if I'm late myself.

（补充）

不带 to 的不定式特殊结构：

使役动词 have; let; make 等，与**感官动词**（短语）**feel; near; listen to; look at; notice; observe; see; watch** 等后接复合宾语时，作宾语补足语的不定式要**省略 to**; help 后既可接不定式 to do 作宾补，也可省略其中的 to;

Eg: I'll have someone show you to your room.

He made a face and made everybody laugh.

不带 to 的不定式常见结构：

① 在固定短语 had better; would rather; may/ might (just) as well; cannot help but 等之后；

② 在 do nothing but; have nothing to do but 等句型中；

③ 在 why 引出的疑问句中，这种结构的肯定式“why+动词原形”常表示疑问、不满或委婉上午批评；否定式“why not+动词原形”常表示建议等，相当于“why don't you+动词原形”；

Eg: Why worry about such trifles?

Why not seize that precious opportunity?

注意：若 but 前面不是实义动词 do 的某种形式，则不定式不省略 to;

Eg: I have nothing to do but wait.

I have nothing to deal with but to wait.

(7) 作主语补足语

上述带有宾语及宾语补足语的动词变为被动语态时，原宾语变为主语，原宾语补足语变为主语补足语；

另外，在使役动词或感官动词（短语），如 make; hear; see; look at 等后面，当不定式作主语补足语时，不定式中的 to 不能省略；

Eg: He was forbidden to leave the room, as a punishment.

You were warmed not to eat too much meat by the doctor.

3. 不定式的时态

(1) 不定式的一般式

不定式的一般式结构为"to+动词原形"，所表示的动作与谓语动词表示的动作同时发生或在其后发生；

Eg: She was seen to enter the bank. (was seen 与 to enter 同时发生）

He has some news to tell you. (to tell 发生在 has 之后）

(2) 不定式的进行式

不定式的进行式的结构为"to be+现在分词"，所表示的动作与谓语动词表示的动作同时发生，而且正在进行着；

Eg: They seem to be getting along quite well.

(3) 不定式的完成式

不定式的完成式的结构为"to have+过去分词"，所表示的动作发生在谓语动词表示的动作之前；

Eg: She seems to have read the book before.

4. 不定式的被动语态

当不定式的逻辑主语是不定式所表示动作的承受者时，不定式一般要用被动形式("to be+过去分词"或"to have been+过去分词"）；

Eg: The building to be built there is our lab.

二、动名词

1. 动名词的构成和特征

动名词一般由“动词原形+-ing”构成；其否定式是在动名词前加 not;

2. 动名词的句法功能

动名词在句中起名词的作用，可以作主语、表语、定语、动词宾语和介词宾语：

(1) 作主语

① 动名词（短语）作主语一般直接放在句首，谓语动词常用单数形式；

Eg: Having confidence in yourself is the secret of success.

（补充）

动名词与不定式都可以作句子的主语，其区别在于：

动名词作主语常表示一般的或习惯性的动作；不定式作主语常表示具体的，某一次的或将来的动作；

Eg: Getting up early is considered a good habit.

To accept their offer will be foolish.

② 在 **It is no use (no good; not fun; a waste of time)+doing...**结构中，It 作形式主语，真正的主语是后面的动名词（短语）；

Eg: It is no use worrying about something that hasn't happened yet.

(2) 作表语

Eg: Her job is washing clothes, cleaning and taking care of the children.

(3) 作定语

有时动名词还可以放在名词之前作定语，如 reading material（阅读材料），teaching method（教学方法）等；

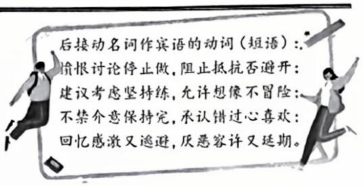
Eg: A washing machine can help you save s lot of time and energy.

(4) 作动词宾语

① 以下及物动词（短语）常用动名词作宾语，而不能用动词不定式作宾语；

如 admit; advise; advocate; allow; appreciate; avoid; consider; delay; deny; discuss; dislike; enjoy; escape; risk; finish; imagine; keep; mind; miss; permit;

postpone; practice / practise; prevent quit; recall; resent; resist; suggest; tolerate; can't help 等;



Eg: We don't allow smoking in the hall.

Do you mind passing me that dictionary?

② 有些动词后既可用不定式又可用动名词作宾语；

remember to do sth.	记得要去做某事；
remember doing sth.	记得曾经做过某事；
forget to do sth.	忘记要去做某事；
forget doing sth.	忘记已做过某事；
mean to do sth.	打算去做某事；
mean doing sth.	意味着做某事；
regret to do sth.	因将要去做某事而感到遗憾；
regret doing sth.	因做了某事而后悔；
try to do sth.	努力去做某事；
try doing sth.	试着做某事；
go on to do sth.	做完一件事后继而去做另一件事；
go on doing sth.	继续一直在做的事；
stop to do sth.	停下手中的事去做其他的事；
stop doing sth.	停下手中正在做的事；
can't help (to) do sth.	不能帮助做某事；
can't help doing sth.	忍不住做某事；

常见的其后既可跟不定式又可跟动名词的动词有：like; love; hate; prefer; continue; bother; intend; begin; start; propose 等；

(5) 作介词宾语

① 动名词也可以作介词的宾语，构成介词短语，一起在句中作定语、状语和表语；

Eg: She left without telling us in advance.

② 动名词作介词的宾语，常用在某些词组后面：

这类词组主要有：succeed in; insist on; feel like; apologize for; approve / disapprove of; give up; keep on; put off; attach importance to; be accustomed / used to; devote... to / be devoted to; confess to; in addition to; lead to; look forward to; object to; pay attention to; be opposed to; be worthy of; stick to; take to; the approach / key to 等；

注意：

这类词组中的介词为 to 时，不要将其当作不定式标志，而误用不定式结构：

Eg: She apologizes for breaking the new vase.

I was accustomed to staying up late when I was at university.

③ 在下列句型中应用动名词作宾语：

have (no) difficulty / (no) trouble / no problem / fun / pleasure / a hard time / a good time (in) doing sth.; spend some time (in) doing sth.; There is no point (in) doing sth.; when it comes to doing sth.等；

Eg: They had a hard time walking out of the forest.

He is busy preparing for the coming exam.

3. 动名词的时态

(1) 动名词的一般式

动名词的一般式的结构为“动词原形+-ing”，所表示的动作通常与谓语的动词表示的动作同时发生或在其后发生；

Eg: I approve of his joining in the project. (joining in 与 approve of 同时发生或在其后发生）

I am thinking of getting a new dictionary. (getting 发生在 am thinking of 之后）

(2) 动名词的完成式

动名词的完成式的结构为“having+过去分词”，所表示的动作通常在谓语动词表示的动作之前发生；

Eg: He accused me of having broken my word. (having broken 发生在 accused 之前）

He never talks to me about his having been Paris. (having been to 发生在 talks 之前）

4. 动名词的被动语态

当动名词的逻辑主语（可以依据修饰动名词的物主代词、代词宾格、名词或名词所有格判断）是动名词所表示动作的承受者时，动名词一般要用被动形式（"being+过去分词"或"having been+过去分词"）；

Eg: Respecting others in life means being respected.

After having been interviewed, she was offered the job.

三、现在分词

1. 现在分词的构成和特征

现在分词一般由"动词原形+-ing"构成；其否定式是在现在分词前加 not;

2. 现在分词的句法功能

现在分词的作用相当于形容词或副词，在句中可以作定语、表语、状语、宾语补足语等成分；

(1) 作定语

现在分词常用作定语修饰名词或代词；单个现在分词作定语通常放在被修饰词之前；现在分词短语作定语一般放在被修饰词之后；

Eg: The crying girl was said to have failed the last exam.

In the past, anyone giving opinions against the king would be out in prison.

(2) 作表语

现在分词作表语时，相当于形容词，表示一种状态，或者表示主语的性质或特征，动作的意义已大为减弱；

Eg: The story of his life sounds very interesting.

(3) 作状语

现在分词（短语）作状语，用来进一步说明谓语动词或整个句子的动作或状态；可以作时间、原因、结果、条件、方式、伴随等状语；它的位置比较灵活，可置于句首、句中或句尾，也可用逗号隔开，也可不用逗号隔开；

Eg: Hearing the news, they immediately set off for Shanghai.（时间）

Being tired, I stopped to have a rest.（原因）

The fire lasted a whole night, causing great damage.（结果）

Turning to the right, you will find a path to the village.（条件）

He walked down the hill, singing softly to himself.（伴随）

（补充）

现在分词作结果状语往往表示自然而然的或意料之中的结果，通常位于句末，前面用逗号与句子隔开；

(4) 作宾语补足语

感官动词（短语）feel; notice; observe; see; smell; watch; hear; listen to; look at 等，以及 get; have; catch; discover; keep; find; leave 等动词后可以用现在分词作宾补，表示动作正在进行；

Eg: I'm sorry to have kept you waiting for so long.

有些感官动词后既可接不带 to 的不定式(短语)作宾补，又可接现在分词（短语）作宾补，两者在意义上的区别在于：

不定式（短语）作宾补表示一个完整的动作（已完成）：

现在分词（短语）作宾补表示瞬间的动作（正在进行）：如：

I saw the child enter the room.（已完成，强调看到了动作的全过程）

我看见那个孩子进了房间。

I saw the child entering the room.（正在进行，强调动作正在进行）

我看见那个孩子正走进房间。

3. 现在分词的时态：

(1) 现在分词的一般式

现在分词的一般式的结构为“动词原形+-ing”，所表示的动作通常与谓语动词表示的动作同时发生（几乎同时发生）或表示正在进行；

Eg: Walking in the street the other day, I came across an old friend. (Walking 与 came across 同时发生）

The woman planting trees in front of the teaching building is our principal. (planting 正在发生）

(2) 现在分词的完成式

现在分词的完成式的结构为“having+过去分词”，此时主要作状语，相当于

一个状语从句，也可作定语，表示这个动作在谓语动词所表示的动作之前发生，否定形式是在 having 前加 not;

Eg: Having finished his speech, he answered our questioned.

Not having done the thing well, he tried again.

4. 现在分词的被动语态：

(1) 现在分词的一般被动式

现在分词的一般被动式的结构"being+过去分词"，不仅表示被动，而且表示这个动作正在发生，或者这个动作与谓语动词所表示的动作同时发生；

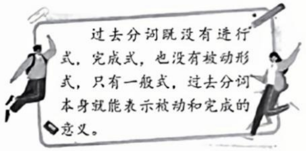
Eg: The questions being discussed are of great importance.

(2) 现在分词的完成被动式

现在分词的完成被动式的结构为"having been+过去分词"，不仅表示被动，而且表示这个动作在谓语动词所表示的动作之前发生；

Eg: Having been trapped in traffic, he was late for work.

四、过去分词



1. 过去分词的构成和特征：

规则动词的过去分词与过去式同形，由"动词原形+-ed"构成；不规则动词的过去分词的构成因词而异；其否定式是在过去分词前加 not;

2. 过去分词的句法功能：

过去分词在句中起形容词或副词的作用，可以作定语、表语、状语、宾语补足语等成分；

(1) 作定语

单个过去分词作定语通常放在被修饰词之前；过去分词短语作定语一般放在被修饰词之后；

Eg: The stolen car was found by the police last week.

(2) 作表语

过去分词作表语往往表示主语的状态或情况，且常作形容词；主语通常是人；

Eg: I am very pleased with the result of the experiment.

(3) 作状语

过去分词（短语）在句中作状语，可以用来进一步说明谓语动词的动作，也可以说明整个句子；表示被动或动作已经完成；可以作时间、原因、方式、条件、让步、伴随等状语；可置于句首、句中或句尾：

Eg: Asked what had happened, he told us about it.（时间）

Deeply moved by her words, the old man agreed to her request.（原因）

Grown in rich soil, these seeds can grow fast.（条件）

Built thirty years ago, the house still looks very beautiful.（让步）

(4) 作宾语补足语

过去分词一般在使役动词 have; make; keep; get 等，与感官动词（短语）feel; notice; observe; see; smell; watch; hear; listen to; look at 等后面作宾语补足语：

Eg: I had my computer repaired yesterday afternoon.

固定搭配

非谓语动词		
to do 不定式		
1	V + to do（宾语）	want（想要）/ hope（希望）/ plan（计划）/ afford（买得起）agree（同意）/ decide（决定）/ expect（期待）/ fail（失败）learn（学习）/ intend（打算）/ determine（决定）/ offer（提出）manage（设法）/ refuse（拒绝）/ pretend（假装）prepare（准备）/ wish（希望）……
2	V + sb. + to do（宾补）	advise（建议）/ allow（允许）/ ask（要求） invite（邀请）teach（教授）/ tell（告诉）/ require（要求）……
3	V + sb. + do（省略 to）	使役动词：have / let / make 感官动词：feel / hear / listen to / look at / notice（注意） observe（观察）/ see / watch 注：若是被动语态，省略的 to 要还原，如：be made to do sth.

4	固定搭配	had better do sth.（最好做某事） would rather do sth.（宁愿做某事） prefer to do rather than do（宁愿做某事，而不愿做某事） do nothing but do sth.（别无选择只能做某事） have nothing to do but do（别无选择只能做某事） can do nothing but do（别无选择只能做某事） have no choice / alternative but to do（别无选择只能做某事）
5	固定句型	1. It is / was + adj + for sb. + to do sth. (it 形式主语） It is / was + adj + of sb. + to do sth. (it 形式主语） Eg: It is important to study hard. 2. 主语+(consider / find / make / think / fell / take / image) + it + adj / n + to do (it 形式宾语） Eg: I think it important to study hard.
6	作目的状语	1. in order to do（位于句首，句中） 2. so as to do（位于句中） 3. to do （位于句首，句中）
7	作结果状语	only to do 表出乎意料的结果
doing 动名词		
1	V + doing	admit（承认）/ advise（建议）/ allow（允许） appreciate（感激）/ avoid（避免）/ consider（考虑） mind（介意）/ delay（推迟）/ enjoy（享受）/ finish（完成） forgive（原谅）/ imagine（想象）/ postpone（推迟） practice（练习）/ resist（抗拒）/ risk（风险）
2	介词 + doing	1. stick to（坚持） 2. object to（反对） 3. look forward to（期盼) 4. pay attention to（专注于）

		5. get accustomed to（习惯于） 6. lead to（致力于) 7. devote to（奉献） 8. be opposed to（反对） 9. the key to（做某事的关键) / the solution to（某事的解决方法） 10. be approach to（做某事的方法) / the answer to doing sth.
3	动词短语+doing	1. be busy doing sth.（忙于做某事）） 2. can't help doing（情不自禁做某事） 3. can't stand doing（无法忍受做某事） 4. be worth doing（值得做某事） 5. feel like doing（想要做某事） 6. prefer doing A to doing B （比起 B，更喜欢 A）
4	固定句型	1. It is / There is (no use / no good / a waste of time / no help / no point / no sense) (in) doing sth.（做什么事……） 2. sb. spend / +时间/钱 (in) doing sth.（花费金钱、时间做某事） 3. sb. have / has (difficulty / trouble) in doing sth.（做某事有困难/有麻烦）

本节生词积累

单词/词组	含义	单词/词组	含义

第五节 定语从句

一、定义

在复合句中充当定语成分的从句叫作定语从句；被定语从句所修饰的对象称为先行词。

二、定语从句三要素

I have a girlfriend who likes shopping online.

先行词 关系词 从句

三、定语从句关系词（连词）

关系词	所修饰的先行词	在从句中所作成分
who	指人	主语、宾语
whom	指人	宾语
whose	指人或物（所属关系）	定语
that	指人或物	主语、宾语或表语
which	指物或整句话	主语、宾语或表语
as	指人、物或整句话（固定搭配）	主语、宾语或表语
when	时间	介词+which
where	地点	介词+which
why	原因	for which

做题方法:

1. 找：找谓语动词（谓语动词个数=连词+1）；
2. 画：画从句--从空开始到空后的第二个谓语动词之前，如果没有第二个谓语动词，就画到最后；
3. 成：看从句是否缺成分：缺成分--主、宾、表；不缺成分--符合五大基本句型；
4. 名：看先行词是人还是物；

四、关系词只能用 that 的特殊情况

（1）先行词由序数词修饰时用 that;

Eg: She was the first girl that I loved.

（2）先行词由形容词最高级修饰时用 that;

Eg: This is the most wonderful time that I have ever had.

（3）先行词为不定代词，或由不定代词修饰时用 that;

Eg: This is all that I have done.

（补充）

先行词如果是指人的 one; ones; anyone; those 时，关系代词宜用 who 或 whom，不宜用 that;

Eg: Those who have good manners will be highly respected.

（4）当并列的两个先行词分别表示人和物时，用 that;

Eg: There are charming views and beautiful people that attract many visitors.

（5）先行词由 the only; the very; the last 修饰时用 that;

Eg: Chatting is the only thing that she is interested in.

五、限制性定语从句和非限制性定语从句

根据定语从句与先行词的关系，定语从句可分为限制性定语从句和非限制性定语从句：

（1）限制性定语从句

限制性定语从句与先行词之间的关系密切，从句是整个句子不可缺少的部分，如果去掉从句，句意就不完整或不明确；从句和主句不用逗号隔开；

Eg: This is the house which we bought last month.

（补充）

当先行词被 such; the same 修饰时，定语从句的引导词常用 as;

Eg: I've never seen such a talented young man as he is.

注意：

当先行词被 the same 修饰时，有时也用 that 引导定语从句，但其和 as 引导的定语从句意思不同；

the same... as...强调前后所指的人或事物是同一类；

the same... that...强调前后所指的人或事物是同一个人；

Eg: This is the same book as I read last week. 这和我上周读的那本书一样。

This is the same book that I read last week. 这就是我上周读的那本书。

（2）非限制性定语从句

非限制性定语从句与先行词之间的关系不是很紧密，从句只是对先行词的附加说明；如果去掉从句，句子的意思仍然完整；从句和主句之间常用逗号隔隔开；

非限制性定语从句的引导词有：which; who; whom; where; when; as 等；

Eg: I went to London, where I spent my summer holiday.

【注】关系代词 that 和关系副词 why 不能引导非限制性定语从句；

which 和 as 的区别：

（1）as 和 which 都可以引导非限制性定语从句，并在从句中作主语、宾语等成分，指代整个句子；

Eg: Jane told me she had apologized to Lucy for her mistake, which was a lie.

As was planned, we finished our project before the holiday.

（2）as 引导的非限制性定语从句可以放在主句之前或之后，甚至可以插入主句中间；which 引导的非限制性定语从句只能放在先行词之后；另外，as 有"正如，正像"的意思；

Eg: As is known to all, China is a developing country.

One of the boys kept laughing, which annoyed her intensely.

（3）很多 as 引导的非限制性定语从句都可以当作固定搭配；

如：as is often the case（通常就是这样），as often happens（事情往往如此），as is known to all / as we all know（众所周知），as might be expected / as was expected（正如所预料的那样），as has been said before（如前所述），as is mentioned above（正如上面所提到的那样）；

Eg: As often happens, however, things don't work out exactly as planned.

As might be expected, the result of the experiment was not satisfactory.

本节生词积累

单词/词组	含义	单词/词组	含义

第六节 名词性从句

一、定义

在主从复合句中充当主语、宾语、表语和同位语的从句分别称为主语从句、宾语从句、表语从句和同位语从句；这些从句在句中相当于名词在句中所起的作用，因此统称为名词性从句。

二、分类

（1）主语从句

在复合句中作主语的名词性从句，通常放在主句谓语动词之前；

主语从句通常由连接词 that; whether; if 和连接代词 what; who; which; whatever; whoever 等以及连接副词 how;when; where; why 等引导；

that 在从句中无词义，不充当任何语法成分，只起连接作用，但不能省略；

连接代词和连接副词在句中既保留自己的疑问含义，又起连接作用，并在从句中充当一定的句子成分；

Eg: What I need is a girlfriend.

（补充）

在含有主语从句的复合句中，常用 it 作形式主语，构成"It+be 动词+过去分词/形容词/名词短语+that 从句"；"It+不及物动词+主语从句"或"It+及物动词+宾语+主语从句"结构；

Eg: It is obvious that you are late for the meeting.

（2）宾语从句

在复合句中作宾语的名词性从句，通常放在动词（及物动词）或介词之后；

宾语从句可以由连接代词、连接副词或连接词 that; whether; if 等引导；

另外，**that 引导宾语从句时常常可以省略**，但当一个句子中有多个并列的宾语从句时，第一个从句中的 that 可以省略，其后从句中的 that 往往不可以省略；

Eg: I said that I need a girlfriend.

（补充）

① 动词 find; feel; think; consider; make; believe; suppose 等后接宾语补足语时，常用 it 作形式宾语，而将宾语从句后置；

Eg: We have made it clear that our purpose is to learn knowledge.

② 在肯定句中，动词 doubt 后面一般接 whether 或 if 引导的宾语从句；在否定句和疑问句中，动词 doubt 后面常接 that 引导的宾语从句；

Eg: I doubt whether / if they can swim across the river.

I don't doubt that the plan will be well-conceived.（构思得很好）

（3）表语从句

在复合句中作表语的名词性从句，通常位于连系动词之后；

其后可接表语从句的连系动词有 be; look; remain; seem 等；

表语从句的引导词与主语从句的引导词大致一样；

Eg: The fact is that I need a boyfriend.

（补充）

① 表语从句的基本结构为：主语+连系动词+表语从句；

有时也可以用 as if / though 引导表语从句，其结构为"It looks / seems...+ as if / though..."；

Eg: It looks / seems as if / though you have got no experience.

② 当主语为 reason 时，后面的表语从句表示原因时要用 that 来引导，而不用 why 或 because，构成句型"The reason (why...) is / was that..."；

Eg: The reason (why he did not join us) was that he had to attend a lecture.

（4）同位语从句

在复合句中充当同位语的名词性从句；

同位语从句用于解释说明所修饰名词的具体内容；

同位语从句通常由 that 引导，that 只起连接作用，并在从句中不充当任何语法成分，且无词义，但不可省略；

Eg: We all know the fact that Taiyuan is very hot in summer.

（补充）

① 常见的后面可跟同位语从句的**抽象名词**有：

news; evidence; advice; conclusion; demand; doubt; fact; rumor; hope; idea; information; message; order; problem; promise; suggestion; thought; truth; request 等；

Eg: It is a fact that she has done her best.

② 同位语从句的引导词除了 that 以外，还有 whether; what; which; who; when; where; why; how 等；

Eg: The students asked me the question whether the book was worth reading.

三、名词性从句的关系词

名词性从句关系词			
连接词	连词（完整句子）	无意义	that
		是 否	if
		是 否	whether
	连接代词（不完整句子）	指人	who（主语）/ whom（宾语）/ whose（定语）
		指物	what（主语/宾语）/ which（定语）
	连接副词（完整句子）		where / when / why / how

做题方法：

（1）找：找谓语动词；

（2）画：画从句--从空开始到空后的第二个谓语动词之前，如果没有第二个谓语动词，就画到最后；

（3）类：根据位置给从句分类；

（4）成：看从句是否缺成分；缺成分--主、宾、表；不缺成分--符合五大基本句型；

（5）译：翻译句子看是否缺含义；

四、补充

（1）连词 that, whether 和 if;

that 本身无词义，有时可以省略；whether 和 if 本身有意义，意为“是否”，均不能省略；这三个词在句中只起连接作用，不在从句中充当句子成分；

连接词 whether 可以引导所有名词性从句，而 if 主要引导动词后的宾语从句和 不在句首的主语从句；

whether 引导的从句可以放在句首；而 if 引导的从句一般只等放在动词之后；

whether 可与 or not 连用，if 一般不与 or not 连用；

引导动词后的宾语从句时，if 和 whether 可以互换使用；

（2）名词性从句一律用陈述句语序；

Eg: It was a pity that you didn't go to the concert.

Whether he can come to the party on time depends on the traffic.

本节生词积累

单词/词组	含义	单词/词组	含义

第七节 状语从句

一、定义

在复合句中充当状语的从句叫作状语从句，起副词的作用。

二、分类

状语从句按其功能可以分为时间、地点、原因、目的、结果、条件、比较、方式、让步九种。

三、状语从句连词

状语从句连词		
序号	从句	连词
1	时间状语从句	当……时候：when; while; as 在……之前：before 在……之后：after 一……就……：hardly… when; scarcely… when; no sooner... than; as soon as; the moment; the instant; instantly; immediately... 直到……才……：not...until... 自　　从：since 直　　到：until; till
2	地点状语从句	在……的地方：where 在任何地方：anywhere 在所有地方：everywhere 不论在哪：wherever
3	原因状语从句	因为：because（直接原因）as（已知原因）for（猜测原因） 既然：since; now that 由于：in that 鉴于：seeing that

4	目的状语从句	为了：so that; in order that 万一：以防：in case; for fear that; lest
5	结果状语从句	如此……以至于：so… that... 注：so + adj. + a/ an+ n. 如此……以至于：such… that... 注：such + a/ an + adj.+ n.
6	条件状语从句	如果：if 除非：unless 只要：as long as 倘若：provided 假如：supposing
7	比较状语从句	比......：比较级+than 和……一样：as... as... 不像……一样：not so / as... as... 越……，越……：the+比较级，the+比较级
8	方式状语从句	按照：as 好像：like; as if; as though
9	让步状语从句	尽管：although / though / as 即使：even though / even if 无论什么：whatever = no matter what 无论如何：however = no matter how 无论在哪：wherever = no matter where

时间状语从句：I will call you when I arrive at airport.

地点状语从句：Please put the book where it can be easily found.

原因状语从句：Since / As everyone is here, let's begin our meeting.

目的状语从句：He got up early so that he might be in time for the first train.

结果状语从句：He made such an excellent speech that we all admired him.

条件状语从句：We can't write to Mr.White unless he sends us his address.

比较状语从句：The harder you study, the greater progress you will make.

方式状语从句：The professor told the students to do as he did.

让步状语从句：Though / Although he was old, he worked hard.

四、注意

（1）where 引导状语从句和定语从句的区别在于：

where 引导的地点状语从句可以直接修饰主句的谓语动词；而 where 引导的定语从句要跟在表示地点的先行词后面；

Eg: Make marks where you have any questions.（状语从句）

Make marks at the places where you have any questions.（定语从句）

（2）so that 既可以引导目的状语从句，又可以引导结果状语从句，区别在于：

① 引导目的状语从句时表示一种意欲或可能性，引导结果状语从句时表示一种事实；

② so that 引导的目的状语从句中常含有 can; could; may; might; would 等情态动词，而 so that 引导的结果状语从句中一般没有情态动词；

③ so that 引导的目的状语从句与主句之间一般不用逗号隔开，而 so that 引导的结果状语从句与主句之间可以用逗号隔开；

Eg: She left early so that she could catch the train.（目的）

She left early, so that she caught the train.（结果）

（3）in case

意为“以防，以防万一”时，引导目的状语从句，常位于主句之后，多用陈述语气，也可用虚拟语气，此时从句谓语动词用“should+动词原形”的形式，意为“如果，假使”时，引导条件状语从句，常位于主句之前；

Eg: Take an umbrella with you, in case it rains / should rain.（目的）

In case John comes, please tell him to wait.（条件）

（4）as; though; although

as 引导让步状语从句时，从句必须倒装；即表语、状语或谓语部分的实义动词提至句首；如果表语是名词，应省略冠词；

though 引导让步状语从句时，从句可以倒装，也可以不倒装；

although 引导让步状语从句时，从句不可以倒装；

though; although 都不能和 but 连用，但可与 yet; still 等连用：

Eg: Although / Though the machine is old, it is still in perfect order.=Old as / though the machine is, it is still in perfect order.

本节生词积累

单词/词组	含义	单词/词组	含义

第八节　特殊句型

一、强调句

强调是为了加强句子的语气，突出说话的重点，区别不同的意思等；英语书面语中表示强调的手段主要有词汇与语法两种；使用这两种强调手段的句子统称为强调句。

1. 词汇手段（了解）

（1）通过 only; even; alone; just; ever; very; too; at all; on earth; in the world; rather; entirely; completely; if ever; if any 等对其所修饰的内容进行强调；

Eg: You are the only person here that can speak French.

（2）通过 however; whatever; wherever; whenever; whoever; whichever; no matter how / what / where / when / who / which 等实现强调目的；

Eg: However / No matter how hard he tried, he couldn't lift the box.

2. 语法手段

通过语法手段实现强调目的的句型主要有以下三种：

（1）It is / was+被强调部分+that / who+其他；

这是强调句型的**基本结构**；被强调的部分通常为主语、表语、宾语或状语；被强调部分如果是人，其后可以用 who 连接，也可以用 that 连接；被强调部分如果是事物，其后只能用 that 连接；翻译时可在被强调部分前增译"是""正是""就是"等；

Eg: It was Mary that /who gave away the secret.（强调主语）

It was Mr. Grant that we invited to give us a lecture.（强调宾语）

It is only when one is ill that one knows the value of health.（强调状语）

（注意）

强调句的判断依据：

如果去掉 It is / was 和 that / who，句子在结构和意思上仍然完整，那就是强调句；

另外，though 和 although 引导的让步状语从句一般不充当被强调部分；

强调原因状语从句时只能用“It is / was+ because 从句+ that+其他”句型，其中 because 不能换成 as; since 或 for.

（补充）

在强调 not... until...结构中表示时间状语的 until 短语或从句时，要用固定的强调句型“It is / was not until... that...”，其中，that 后面的部分要用肯定句；

Eg: It was not until the morning that the noise stopped.

（2）强调句的疑问形式：

一般疑问句的强调句式是“Is / Was it+被强调部分+that / who+其他（陈述句语序）”；

特殊疑问句的强调句式是“特殊疑问词（疑问代词或疑问副词）+is / was it that+其他（陈述句语序）”；

注意：特殊疑问句中只有疑问词可以被强调；

Eg: Was it Sally that / who phoned just now?

When was it that you lost your keys?

（3）主语+do / does / did+动词原形+其他：

该句型主要用来强调谓语动词；如果句中没有助动词，可以在肯定句中的谓语动词前面 do 的相应形式表示强调，通常用于时态为一般现在时和一般过去时的句子中，也可以用于祈使句中；翻译时可以译为“务必，一定，确实”；

Eg: Do send them these books today.

She did come to your office this afternoon, but you weren't there.

二、感叹句

感叹句是用来表示喜、怒、哀、乐等感情的句子；感叹句一般以 what 或 how 开头；

what 作定语，修饰名词（名词前可有形容词、冠词）；how 作状语，修饰形容词、副词或副词；

1. what 引出的感叹句

what 引出感叹句时，其常用句子结构主要包括以下三种：

（1）What+ a(n)+形容词+可数名词单数（+主语+谓语）！

Eg: What a great pity that you missed the lecture again!

（2）What+形容词+可数名词复数（+主语+谓语）！

Eg: What interesting books you've bought us!

（3）What+形容词+不可数名词（+主语+谓语）！

Eg: What great fun it is to swim in the river!

2. how 引出的感叹句

how 引出感叹句时，其常用句子结构主要包括以下三种：

（1）How+形容词/副词（+主语+谓语）！

Eg: How happy the man is!

（2）How+主语+谓语！

Eg: How the girl's mother worried!

（3）How+形容词+a(n)+可数名词单数（+主语+谓语）！

Eg: How majestic（雄伟）a building it is!

三、倒装句

英语句子的基本语序通常是“主语在前，谓语在后”；如果根据需要将谓语动词的全部或一部分放在主语的前面，这样的语序被称为倒装句语序；

Eg: His friend Jim is among these people.（陈述句语序）

Among these people is his friend Jim.（倒装句语序）

倒装又分为完全倒装和部分倒装两种；

完全倒装是指将全部的谓语置于主语之前；部分倒装则指将谓语中的助动词、be 动词或情态动词提至主语之前，而谓语的主体部分仍在主语之后；

Eg: There stood a desk against the well.（完全倒装）

Only in this way can you lose weight.（部分倒装）

（一）全部倒装

（1）There be 句型的倒装；

其中，be 动词也可换成 stand; lie; exist; live; remain; appear; come; happen; occur 等不及物动词；

Eg: There are plenty of opportunities for young people here.

There exists some misunderstanding between them.

（2）表示时间、地点、方位的副词位于句首时的倒装：

如果句首时表示时间、地点、方位的副词（如 now; then; here; there; down; up; in; out; off; back; away 等），谓语动词为 be; come; exist; fall; follow; go; lie; remain; seem; stand 等表示位移或状态的动词，且主语为名词时，句子应完全倒装；

如果主语是人称代词，则不用倒装；

Eg: Now is the hour when they say goodbye.

There comes the man about whom we have just talked.

（二）部分倒装

（1）表示否定或部分否定意义的词或短语位于句首时的倒装：

当表示否定或部分否定意义 的词或短语位于句首时，句子（或主句）应部分倒装；

这些词与词组主要有：never; seldom; scarcely; hardly; rarely; little; nowhere; no longer; hardly / scarcely... when...; no sooner... than...; in no case; in no way; on no account; by no means; at no time; under / in no circumstances; not until; not only... but (also)...;

Eg: Seldom do I go out alone in the evening.

Rarely did Tom leaves his room in those days.

（2）"only+状语（从句）"位于句首时的倒装：

"only+状语（从句）"位于句首时，起强调作用，句子（或主句）应部分倒装：

Eg: Only in this way can you get his support.

Only after the accident did he become careful.

（3）反复倒装：

如果前面所述情况也适用于后者，后面的句子常用 so（肯定句），neither 或 nor（否定句）引出倒装句：

Eg: She has been to New York and so have I.

He didn't see the film last night, and neither / nor did she.

（4）虚拟条件句中的倒装：

if 引导的非真实条件句中含有 were; had 或 should 时，可以省略 if，并将 were; had 或 should 提至主语之前，构成倒装；

Eg: Were he here, we should have no difficult with this matter.

Had I left a little earlier, I would have caught the train.

Should he act like that again, he would be punished.

（5）当 so... that...; such... that...结构中的 so 或 such 连同其所修饰的成分位于句首时的倒装；

当 so... that...; such... that...结构中的 so 或 such 连同其所修饰的成分位于句首时，主句应部分倒装；

此外，当 to such a degree; to such an extent; to such a point 等介词短语位于句首时，句子也要部分倒装；

Eg: So carelessly did he drive that he almost ran his car into a tree.

To such an extent did his health deteriorate（恶化）that he was forced（被迫）to retire.

四、反意疑问句

反意疑问句（又称为“附加疑问句”）是在陈述句后面附加一个简短的疑问句；可以表示疑问，也可以表示说话者的某种倾向、强调或反问；

反意疑问句的第一部分是一个完整的陈述句，第二部分是一个简短的疑问句；

一般情况下，若陈述句部分是肯定形式，反意疑问句部分则用否定形式；若陈述句部分是否定形式，反意疑问句部分则用肯定形式；即遵循“**前肯定后否定，前否定后肯定**”原则；两部分的人称、数和时态应保持一致；

1. 陈述句部分有表示否定意义的词时

当陈述句部分有表示否定或部分否定意义的 little; barely; hardly; rarely; scarcely; seldom; few; no; never; nothing; not 等词时，反意疑问句部分要用肯定形式；

Eg: You can hardly blame Tom for leaving early, can you?

He seldom went home when in college, did he?

2. 陈述句部分的主语是代词时

当陈述句部分的主语是 everyone; someone; anyone; no one; everyone; somebody; anybody; nobody 等不定代词时，反意疑问句部分的主语通常用 they;

当陈述句部分的主语是 this; that; anything; everything; nothing; something 等时，反意疑问句部分的主语通常是 it;

Eg: Everyone has had a very good time, haven't they?

That is what you want to know, isn't it?

3. 陈述句部分的谓语中含有以下词时

（1）当陈述句部分的谓语中含有 ought to 时，反意疑问句部分用 shouldn't 或 oughtn't;

Eg: We ought to go now, oughtn't / shouldn't we?

（2）陈述句部分的谓语中含有 used to 时，反意疑问句部分用 didn't 或 usedn't;

Eg: He used to smoke, usedn't / didn't he?

（3）陈述句部分的谓语中含有 would rather 或 would like 时，反意疑问句部分用 wouldn't;

Eg: You'd better I came here tomorrow, wouldn't you?

（4）陈述句部分的谓语中含有 had better 时，反意疑问句部分用 hadn't;

Eg: You had better remain calm when in danger, hadn't you?

（5）陈述句部分的谓语中含有 have / has / had to 时，反意疑问句部分常用 don't; doesn't 或 didn't;

Eg: They had to work overtime yesterday, didn't they?

4. 陈述句部分的谓语动词是 wish 时

当陈述句部分的谓语动词是 wish 时，反意疑问句部分的谓语常用 may，且两部分都用肯定形式；

Eg: I wish to go home now, may I?

5. 陈述句部分的谓语中含有情态动词 must 时

（1）当陈述句部分的谓语中含有情态动词 must，且 must 表示“必须”时，

反意疑问句部分用 mustn't;

Eg: Soldiers must obey orders, mustn't they?

（2）当陈述句部分的谓语中含有 mustn't，且其表示“不可，禁止”时，反意疑问句部分用 must;

Eg: You mustn't walk on the grass, must you?

（3）当 must 表示“有必要”时，反意疑问句部分用 needn't;（不必）

Eg: We must look over our papers before we hand them in, needn't we?

（4）当 must 表示“一定”等推测意义时，反意疑问句部分则应根据陈述句部分的时态采用相应的形式：

① “must+动词原形”表示对现在或将来情况的推测时，反意疑问句部分通常要根据 must 后面的动词采用 be 动词或助动词 do 的相应形式；

Eg: He must be very tired now, isn't he?

② “must have+过去分词”表示对过去情况的推测，且句中有明确的表示过去的时间状语时，反意疑问句部分要根据陈述句部分谓语的情况用“didn't+主语”或“wasn't / weren't+主语”；

Eg: He must have finished the task yesterday, didn't he?

③ “must have+过去分词”表示对过去情况的推测，且句中没有明确的表示过去的时间状语时，反意疑问句部分要用“haven't / hasn't+主语”；

Eg: You must have waited for me for a long time, haven't you?

6. 陈述句部分为 There be 结构时

当陈述句部分为表示“存在”的 There be 结构时，其后的反意疑问句部分仍用 there;

Eg: There will be an art exhibition tomorrow, won't there?

7. 陈述句部分为主从复合句时

当陈述句部分为主从复合句时，反意疑问句部分一般应和主句保持一致，因为主句表达说话人的主要意见；

Eg: He never said she would bring him some toys, did he?

但当陈述句部分是“I'm sure / afraid, I (don't) think / suppose / believe / expect / imagine / feel / guess 等+宾语从句”结构时，反意疑问句部分则往往与从句的主

语和谓语保持一致；并且由于陈述句部分常常否定前移，所以应根据主句来决定反意疑问句部分是用肯定形式还是否定形式；

Eg: I'm sure that our experiment will succeed, won't it?

I don't think Tom will take part in the activity, will he?

8. 陈述句部分为并列句时

当陈述句部分是并列句时，反意疑问句部分的主语和谓语一般与离其最近句子的主语和谓语保持一致：

Eg: We must study English hard, or we won't be good at English, will we?

9. 陈述句部分为祈使句时

（1）当陈述句部分是祈使句时，反意疑问句部分一般用 will you / won't you / would you / could you，表示一种委婉的语气：

Eg: Mail the letter today, will you?

（2）当祈使句为否定句时，反意疑问句部分常用 will you，有时根据语境的需要，反意疑问句部分也可以用 can you; can't you 等；

Eg: Don't forget to lock the door, will you?

Be quite, can't you?

（3）若陈述句部分是由 Let's 引出的第一人称祈使句 Let's do sth.，其后的反意疑问句部分通常通常用肯定形式 shall we;

Eg: Let's have a break after class, shall we?

（4）若陈述句部分是由 Let us 引出的祈使句，其后动词所表示的动作不包括听话人在内，反意疑问句部分通常应用 will you;

Eg: Let us have a look at your model, will you?

（5）若陈述句部分是由 Let me 引出的祈使句，其后的反意疑问句部分应用 will you 或 may I.

Eg: Let me perform the magic for you, will you / may I?

本节生词积累

单词/词组	含义	单词/词组	含义

应试篇

考试题型突破

第一章　阅读理解

第一节　考情剖析及应试指导

一、考情剖析

阅读理解部分主要测试考生通过阅读准确地查找与获取信息的能力：考生应能理解、捕捉文中具体信息，根据上下文识别指代关系；根据上下文推断生词的词义，根据所读内容做出简单的推理和判断；理解所读内容的主旨，理解所读内容的篇章结构，理解作者的意图、基本观点和态度，识别不同文体的特征；

（1）在常规的阅读理解选择题中，说明文、记叙文和议论文是历年考试中的考查重点，尤其是说明文的考查频率最高；

（2）**事实细节题和推理判断题**是本部分试题的考查重点，考生应能够准确把握文章信息，进行逻辑分析和推断，并学会综合归纳；

（3）**主旨大意题**在本部分中也经常考查，考生要能够对全文或段落进行系统分析，从而概括出文章中心思想或段落主题；

（4）**词语理解题**在考试中也有考查，考生既要能够理解个别句子的含义以及文章中句子之间的逻辑关系，又要能够根据上下文推测生词或短语的含义，为此考生应多积累词汇、短语和中西方文化等方面的知识，学会根据上下文寻找线索，通过语境推测出句子、单词或短语的含义；

（5）**观点态度题**在本部分中考查最少，考生只要能通过阅读文章抓住关键词，知悉文章大意，理解作者的意图、观点和态度，即可准确把握作者的情感态度；

二、应试指导

（一）提高阅读理解能力的方法：

阅读理解部分的突破绝非一日之功，而是日积月累的过程；在日常学习中，考生应从以下四个方面着手：

1. 精度和泛读相结合，提高阅读能力和阅读速度；
2. 加强语言知识的学习训练；（词汇和语法）

3. 拓宽知识面，增加背景知识；

4. 熟悉不同的文章体裁；

阅读理解部分中涉及的文章体裁多样，包括记叙文、议论文、说明文和应用文等；

（1）记叙文：以记人、叙事、写景、状物为主要内容；通过描述人物、事件，写景及状物来表达一定的中心思想；记叙文有六个基本要素：时间、地点、人物、起因、经过、结果；

（2）议论文：是对某个问题或某件事进行分析、评论、表明自己的观点、立场、态度等的一中文体；议论文包括三个要素：论点、论据、论证；

（3）说明文：是以说明为主要表达方式来解说事物、阐明事理的文章体裁；它通过揭示概念来说明事物的特征、本质及规律；说明文的结构主要包括：总分、分总、总分总；

（4）应用文：是日常生活或工作中经常应用的用一种文体；应用文主要把包括：广告、启事、海报和公告等；这种体裁的常考题型为事实细节题；

（二）阅读理解的应试技巧；

除了平时加强阅读训练外，掌握必要的应试技巧也是提高答题准确率的关键；在考试过程中，考生要想在规定的时间内既准确又快速地回答所有问题，还需要注意以下几点：

1. 兼顾速度和准确性

2. 不同体裁的文章选择不同的阅读方法

（1）记叙文要特别注意人物的特征，主要情节，事件发生的时间、地点及最后结局；

（2）议论文应首先掌握议论的主题，其次是作者的观点、论据（主要理由及事实）和最后的结论；

（3）说明文应抓住所说明事物的基本特点及作用，以及与有关事物的关系、差异，记住面积、重量、数量、温度、距离等相关数字；

（4）应用文要在把握文章结构的前提下，抓住文章的主旨大意及主要细节；

3. 先看问题再读文章；

4. 掌握先易后难的原则；

第二节　测试要点及解题技巧

掌握阅读理解的应试方法与技巧应从以下四个方面着手：

一、明确一个目的

阅读理解选择题考查的是考生通过阅读文章获取信息的能力；因此，考生进行阅读理解的目的只有一个，那就是掌握文章的信息；包括获取中心思想、找出主要事实、得出合乎逻辑的结论、进行正确的推论和综合概括等；

二、学会两种方法

1. 略读法

略读就是很快地将文章读一遍，目的是理解文章的大意和要点；

略读的特点是“见林不见木”，注意整体，忽略细节，浏览全文，掌握中心；要切记：在略读过程中不要花费过多的时间；根据阅读理解的选择题部分文章的长度和难度，考生一般用 2~3 分钟即可对文章进行一遍略读；

2. 查阅法

查阅法是在文章中寻找自己需要的信息，目的是理解文章的具体信息；

在阅读文章前先看后面的问题，带着问题略读全文之后再仔细阅读问题，尤其是题干部分；根据有效信息来定位问题再原文中的位置，识别问题中的信息和准确定位原文对于加快做题速度和提高准确率都是至关重要的；

一般情况下，出题人都会使题目顺序与原文的行文顺序保持一致；另外，数字、年代、地名、人名这些词的形式比较特殊，可直接在文中快速定位；

三、注意三个侧重

1. 侧重首句尾句、首段尾段

文章的首句尾句、首段尾段往往是作者索要谈及的论点、主题或中心思想之所在；如果在阅读中抓住了文章的主干和中心，那么就确定了试题的解题方向；

2. 侧重语篇标志词

语篇标志词也叫关联词，语篇标志词在文章的句子和句子、段落和段落之间起连接作用；把握住了这些标志词就等于把握住了句与句、段与段之间的关

系，这样就能更好地获取所需信息，提高答题准确率；英语中的语篇标志词朱尧表示举例、比较、转折、因果、时间、地点、目的、条件、结论等；

3. 侧重长句、难句

英语的表达中长句较多，理论性很强的文章更是如此；文章的作者会通过较长的句子来表达复杂的思想内容，从而使文章更具有说服力；实际上，不少阅读理解选择题中的问题就是针对长句、难句设置的，因此，在做阅读理解选择题部分的试题时，考生应该特别重视这些句子所包含的信息；

四、熟悉五种题型

在阅读理解选择题测试中，一般都要求考生掌握所读材料的大意，掌握主要事实和相关细节，理解单词、短语或句子的含义，根据相关信息进行一定的推测、判断和引申，辨别作者的基本态度和观点，明确文章的中心思想；根据题目设置目的和做题要求可将阅读理解选择题部分的试题分为以下五种题型：事实细节题、词语理解题、推理判断题、观点态度题、主旨大意题；

1. 事实细节题

事实细节题主要考查考生准确把握文章具体信息的能力；一般来说，这类试题难度不大，只要能够读懂原文，就能迅速从文章中找出所需的信息；但是要注意，在查找信息时，一定要理解题意，**准确定位答案的出处**，否则就有可能选错答案；事实细节题在阅读理解考试中所占比重较大，其提问方式也**没有固定的模式**，这一点需要考生在日常学习中多加注意；

这类题型常见的提问方式有：

According to the passage, where / when / why / how / who / what / which...?

Which of the following is not mentioned?

Which of the following statements is not true / correct?

真题再现

（2022）These valuable animals are unusual in that they do not have front teeth in their upper jaw. Instead they chew with their back teeth and gums (齿龈). Cows swallow their food quickly and store it in the fat stomach or rumen, the first of the four compartments in the stomachs. Later the food passed into the second stomach or reticulum where it is rolled into little balls or cuds.

11. Questions: According to the passage, what is the rumen? ______

A. The first stomach compartment.

B. The name of the upper jaw.

C. The stomach where digestion (消化) takes place.

D. The name of the bacteria (细菌) in the cow's stomach.

（2021）I once read of a journalist who went into an extremely expensive department store, dressed in her shabby clothes. She was eyed with suspicion as she examined the goods on display. When she finally decided on a small purchase, she said she had forgotten to bring enough money with her and could she pay by cheque? The assistant politely told her that cheques were not accepted for goods of 2 or under.

14. When the journalist was not dressed in smart clothes, the shop assistant ______.

A. unwillingly accepted her cheque B. said the goods were not for sale

C. would only accept cash D. refused to sell her anything

2. 词语理解题

词语理解题考查的是通过上下文线索理解文中单词、短语或句子的能力；它的正确选项必然能够与所考查的单词、短语或句子进行替换，不能回到原文替换的就是干扰项；

这类题型常见的提问方式有：

The sentence "..." (Para. 3) can be best replaced by "______".

The word "..." in Paragraph 2 is closest in meaning to "______".

What does the phrase "..." in Paragraph 1 mean?

词汇和阅读之间的关系是辩证的：既要读懂又要读得快，就必须具备一定的词汇量；反之，要扩大词汇量，也离不开大量的阅读实践；因此，要做好词语理解题，必须通过大量阅读来扩充词汇量，同时还要学习和掌握一些基本的词义推测方法；通过构词法推测词义是常用的方法之一，除此之外还可以运用语篇分析法，通过上下文的逻辑关系来推测词义；

常用的词义推测方法有：

（1）定义法；

文章的作者在行文中可能会对某些词语进行解释，可能会通过同位语、定

语从句等对该词语加以阐明；

（2）近义复述法

同一篇文章中前后两个单词、短语或句子之间通常有互相解释的作用，这时，可以从上下文的复述中获取与某一单词、短语或句子相关的信息来猜测其含义；

（3）对比转折法

有时作者会用表示对比或转折的信号词（组）连接意思相反的两个单词、短语或句子，这时就可根据信息号词（组）猜测词义；

常见的表示对比或转折的信号词（组）有：(whether)...or...; unlike; but; yet; however; while; although; though; nevertheless; instead (of); rather than; in contrast (to)等；

（4）举例法

举例和列举也是常见的词义推测方法；

举例通常用 for example; for instance; like; such as; that is (to say); e.g.等来表示；

真题再现

（2018）Now we didn't know what to do. It was just too late. We were busy with Christmas dinner and packing children's presents, parents' present, a brother's present and friends' presents till midnight, so there was no time to buy the "right bike" for our little girl. Thinking that we were parents who would make our child unhappy, we felt ashamed and sad.

37. The underlined word "ashamed" in the third paragraph means _____ in Chinese.

A. 内疚的　　B. 可耻的

C. 紧张的　　D. 不开心的

（2018） Stifle the impulse to go to your favorite airline site to purchase tickets without doing any comparison; it's a recipe for disaster. Example: Let's say you want to fly from New York to London and figure your favorite US legacy carrier will get you there for the best price.

Airline price: $554 round-trip

Comparison price: $486

44. The underlined phrase"stifle the impulse" probably means _____ .

A. feel free to do something

B. hold off on doing something

C. get well prepared for something

D. make quick decision about something

3. 推理判断题

推理判断题要求根据文章的内容做出合乎逻辑的推论；这类题型有一定的难度，主要考查对具体细节的推理和判断，对修辞、语气等方面知识的了解，并要求根据常识和上下文做出合乎逻辑的推断；推理判断题主要测试逻辑推断能力、数字推理能力、语言分析能力、综合归纳能力等；

推理判断题中的干扰项对答案颇具干扰力，也是造成在阅读理解选择题测试中难以取得高分的主要原因；

在此题型中，具有下列特点的选项一般为干扰项：

（1）只是原文的简单重述，而非推断出来的结论；

（2）看似是从原文中推断出来的结论，但实际上与原文不符；

（3）根据常识判断是正确的，但不能从原文推断出来；

（4）纯属主观臆断；

这类题型常见的提问方式有：

It can be inferred form the passage that _______.

The passage implies / suggests that _______.

What can we learn from the passage?

What can be inferred from the passage?

Which of the following might be discussed after the passage?

真题再现

（2022）Until the 1980s, the American homeless population comprised（组成）mainly older males. Today, homelessness strikes much younger part of society. In fact, a 25-city survey by the U.S. Conference of Mayors in 1987 found that families with children make up the fastest growing part of the homeless population. Many

homeless children gather in inner cities; this transient （变化无常的）and frequently frightened student population creates additional problems--both legal and educational--for already overburdened（负担过重的）urban school administrators and teachers.

16. It is implied in the first paragraph that ______.

A. the writer himself homeless, even in his eighties

B. many older homeless residents are going on strike in 25 cities

C. there is a serious shortage of academic facilities（设施）

D. homeless children are denied the opportunity of receiving free education

（2019）On Christmas morning, we were so excited for Alice to open the little box with the beautiful red and white clay bike and the note. She opened and read the note loudly. She looked at me and her father and said, "So, does this mean I can trade in this bike for a real one?" Smiling, I said, "Yes." Alice had tears in her eyes when she replied, "I would never trade in this beautiful bike that Daddy made me. I prefer to keep it rather than get a real bike." At that moment, we would have moved the God to buy her every bike on the earth.

40. What can we conclude from the last paragraph?

A. Alice preferred a real bike to the model one.

B. Alice didn't know the meaning of the note.

C. Alice still wanted a real bike.

D. Alice was greatly moved by what her father had done.

4. 观点态度题

观点态度题主要考查理解、领会作者的观点、态度及情感倾向的能力，题目难度不大；在阅读时要注意把握作者的用词以及描述问题的角度、倾向，特别要留意文中能表露作者情感态度的修饰性词语；

解题时，首先可将作者的态度、观点进行简单的分类：主观或客观、肯定或否定、积极或消极；然后根据这种分类，结合选项便可迅速选出正确答案：

这类题型常见的提问方式有：

What's the author's attitude to...?

What's the tone of the passage?

What is the attitude of the author towards...?

How does the author feel about...?

表示观点态度的词语：critical 批评的；objective 客观的；doubtful 怀疑的；satisfied 满意的；disappointed 失望的；indifferent 冷漠的；hostile 敌对的；subjective 主观的；neutral 中立的；optimistic 客观的；pessimistic 悲观的；

真题再现

（2019）Everyone is good at something, but no one is good at everything. It took me hundreds of rejection emails to realize that I had to focus on finding a job where I could actually be successful.

And now, I finally have that job. All it took was several years of desperation, failure and an honest assessment of my personal value in the job market.

It's not the best start, but it's not bad for a start too.

54. What does the author think of his current job?

A. It's highly paid.　　B. It's a little bit boring.

C. It's challenging for him.　　D. He feels satisfied with it.

5. 主旨大意题

主旨大意题考查的内容主要包括主题思想、写作意图、段落大意和标题；

这类题型常见的提问方式有：

Which of the following is the main idea of the passage?

The best title for this passage would be _______.

The author's purpose of writing the passage is _______.

What is the passage mainly about?

What is the second paragraph mainly about?

主旨大意题要求考生超越对文字本身的理解，把握文章的结构形式和逻辑关系；可以利用文中的主要的信息，把握文章脉络，然后进行综合归纳，概括文章主旨或段落大意；

这类题型多出现在议论文和说明文中，所以就要求熟悉议论文和说明文的结构特点，从而快速把握文章的脉络和主题；

主旨大意题的答案一般要从主题句或关键词中得出，所以主旨大意题的命题点也就是主题句或关键词经常出现的地方；例如：文章首句和尾句、各段段首句和我段尾句；语义转折处，尤其是首段语义转折处；特殊标点符号（破折号、问号），尤其是首段的特殊标点符号之后的内容；表达强烈观点处、强烈对比处；

真题再现

（2022）Federal law, the Stewart B. McKinney Homeless Assistance Act of 1987, includes a section that addresses the educational needs of homeless children. The educational provisions of the McKinney Act are based on the belief that all homeless children have the right to a free, appropriate education.

20. The passage mainly deals with ______.

A. the legal problems of the homeless children

B. the educational problems of homeless children

C. the social status of older males

D. estimates on the homeless population

（2017）One of the qualities that most people admire in others is the willingness to admit one's mistakes. It is extremely hard sometimes to say a simple thing like "I was wrong about that," and it is even harder to say, "I was wrong, and you were right about that."

49. Which of the following can serve as the best title for the passage?

A. It's Harder to Admit One's Mistake.

B. I was Once the Culprit.

C. I Remember an Incident.

D. A Case of Mistaken Identity.

第二章 写作

第一节 考情剖析及应试指导

一、考情剖析

写作部分要能够根据题目要求完成简单的书面任务；要能：

（1）写出常见体裁的应用文；

（2）描述人物或事件，并进行评论；

（3）正确有效地运用所学语言知识，清楚、连贯地传递信息，表达思想，做到语言通顺，结构完整，文体规范；

本部分常采用总体评分法，即阅卷人员根据总体印象给出作文分数，而非按照语言的错误数目扣分；对作文优劣的评判主要依据以下方面：

（1）内容是否切题，是否覆盖题中所给的所有要点；

（2）思想表达是否充分清晰，语言文字是否连贯；

（3）句式是否有变化，句子结构和用词是否正确；

（4）文章长度是否符合要求；

（5）标点是否使用正确；

（6）卷面的整体安排、整洁与否；

因此，在写作时要做到：审题透彻、表意清晰、意思连贯、语言规范、局面整洁。

二、应试指导

写作是一种基本的语言技能，建立在扎实的英语语言基础知识之上，要想在这一部分取得高分，除了要有丰富的知识储备外，在考试时还应注意以下几个技巧的应用：

1. 注重效率，确保用时；
2. 细读指令，认真审题；
3. 理清思路，构思布局；
4. 精选素材，列出提纲；
5. 语句准确，过渡自然；

6. 认真检查，仔细修改；

第二节　信函类应用文写作

英语书信不同于普通文体写作，它不要求华丽的辞藻，而着重表意的准确性；英美人士一般都倾向于用较为简明直接的语言写信件；

一、英语书信写作的基本知识与要求

英语书信一般可分为两大类：正式书信和非正式书信；官方往来信件、商业信函、学术书信一般都属于正式书信；而家信、亲朋好友的往来信件等私人信件一般都属于非正式信件；

英语书信的写作要求可概括为三字诀 (ABC):

1. 准确 (Accuracy):

意思表达准确无误，重点突出，遣词造句得体，不含糊其辞；

2. 简洁 (Brevity):

文字力求简短精练，只需说明写信意图、叙述主要事实、提出具体要求；修饰语不宜过多，段落宜短不宜长；

3. 清楚 (Clarity):

信件的用词要浅显易懂，避免使用生僻词和怪词，尽可能少用长句或难句；

以上三个方面联系密切，缺一不可；此外，由于对象和目的不同，写信时要注意分寸；在任何情况下，都要注意礼貌；

二、英语书信的基本结构

英语书信一般可分为 8 个部分，在这 8 项中，1~6 项是书信的主要部分，第 7 项和第 8 项是否需要，则应世具体情况而定；

1. 信头

此项包括写信人的地址及发信日期，写在信笺的右上角；

在正式函件、商业信函及公文中，还应包括写信人的单位名称、电话号码等，以便让收信人知道回信地址、联系方式等；

在写地址时应注意英文和中文的区别，英文应先写门牌号码、街道或路名，然后是区名、市名、省名，若邮往国外则应再添上国名；

写日期时一般应先写月份，然后是日期，打一逗号“,”，最后写年份，如2020年5月20日应写为：May 20, 2020;

2. 收信人的姓名和地址

此项包括收信人的姓名、职务和单位地址，写在信笺的左边，信头下面一两行处；

按照英美人士的习惯，凡属公务、商业之类的正式信函，必须按信封上收件人的姓名、地址，在信笺左上方（信头之下）重写一次；私人信函等非正式书信可以省去这一项；

地址的书写顺序同信头一致，但考试时一般不要求写地址；

3. 称呼

称呼是写信人对收信人表示尊敬或情感的致意；

称呼从信纸左侧空白处写起，常位于信内地址下面一行的位置，行首与信内地址的第一行行首上下对齐；称呼有多种，视写信人与收信人的关系而定，其后一般用逗号，如 Dear Bob; Dear Mr. Smith 等；

4. 正文

正文是一封信中最主要的部分，信写得成功与否，关键在于正文；正文通常包括三个部分：

（1）写此信的目的；

（2）具体要表达的内容；

（3）表示希望和祝福的话；

在具体写作时应注意以下几点：

（1）注意格式；正文是从收信人的称呼之下开始的，每段开始都应缩进四个字母；

（2）信中若涉及的事情单一，可用一段写完；如果涉及的事情较多，应分成几段，逐一叙述；

（3）写一封重要的书信，应先打草稿，力求不出差错；誊抄时要细心，不要在信中涂改或添删；

（4）写事务信件或公函时，不仅要表意清晰，还要学会用适当的客套语，这是表达礼貌与客气不可缺少的一部分；

Eg: I have the honor of informing you that... 敬启……

Many thanks for your last kind letter. 来信收悉，致以谢意。

写给亲友和同学的信，一般用较轻松的、闲谈似的语言，只要能清楚表达意思即可；

5. 结束语（致敬语）

信中要说的话写完之后，必须加上致敬语，通常位于正文下面，致敬语应从靠右的地方写起；结尾致敬语有尊卑亲疏之分，与称呼相配合，写在正文结束的右下方，其后用逗号，开头第一个字母要大写；

Eg: Respectfully yours / Yours respectfully

用于地位高的人、老师或不是亲属的长辈；

Yours truly / Very truly yours

用于不太熟悉的人，表示客气；

Faithfully yours / Yours faithfully

用于政府机关或正式信函；

Sincerely yours / Yours sincerely

用于熟悉的人，也可用于事务上的信函；

Yours lovingly / Yours affectionately / Yours loving father (mother; brother; son; niece; husband...)

用于亲属或家庭成员；

6. 签名

写信人的签名一般是在结束语下面一至两行的地方；考试时，考生只用在结束语下面一行处写上姓名（一般要求不出现真实姓名），并与结束语保持右对齐即可；

7. 附件

如果书信还有附件，一般应在签名下方左下角注明 Encl.或 Enc.有时说明附件的内容，有时说明附件的件数；

Eg: (Signature)（签名）

Encl. : 4 Invoices （附发票四张）

Encl. : Doctor's Certificate （附医生证明）

8. 再启（附言）

此项是在信的正文书写完成后，又有新的情况需要告知收信人时才加上的；再启一般位于信笺的左下方，低于右边签名处，可用 P. S.标出；

应注意，除非必要，否则最好不要使用再启，特别是在正式的公文中应尽量避免，即便使用也不能写太多，一般一两行就可以了；

通常在给朋友或家人写信时，正文写完后想补充内容，可用此项；

Eg: (Signature)（签名）

P. S. If you are in need of anything, just write to me. I will help you to the best of my ability.

P. S. Your parcel has just arrived after my writing the above. Thank you.

英语书信的常用格式如下：

P. O. Box 121
Guangzhou University,
Guangdong,
China（寄件人地址）
May 1, 2020（日期）

Peace Hotel
No. 18, Guangwei Road
Beijng, China（收件人的地址）
Dear Mr. Johnson Smith,（称呼）

I learned from your ad on the Internet that your hotel needs a typist. I am very interested in the position and would like to apply for it.

...

Hope to hear from you soon.（正文）

Yours sincerely,（结束语）
Li Hua（签名）

Encl. : A duplication of the certificate of CET-4 and a letter of recommendation.（附件）

三、英语书信正文的常用语

英语书信的正文是书信的主体；正文写在称呼下面，一般从向右缩进四个字母处开始写；正文可分段，每段开头的首字母对齐；

正文的结构层次是：引言、中心部分和结尾；引言一般写收到了信、好久没联系、听到了什么消息等；中心部分是正文最重要的组成部分；结尾是表示希望、祝愿等的客套话；

常用的开头语有：

（1）I was very glad to hear (about) your good news.

很高兴听到你的好消息。

（2）Forgive me for not writing to you earlier.

原谅我没有早点给你写信。

（3）I have not heard from you for over a month.

我已经有一个多月没收到你的来信了。

（4）It was very kind of you to replay so quickly.

你能这么快回信真是太好了。

（5）It's great to get a letter from you at last.

终于收到你的来信，真是太好了。

（6）Thank you so much for your congratulations.

非常感谢你的祝贺。

（7）I am very sorry to hear that you have not been well.

听说你身体不好我很遗憾。

（8）What a surprise to hear from you at last!

终于收到你的来信，真让人惊喜！

（9）It is very nice to hear from you.

很高兴收到你的来信。

（10）Please forgive me for not answering your letter in time.

请原谅我没有及时给你回信。

常用的结尾语有：

（1）I shall be looking forward to hearing from you soon.

盼望很快收到您的来信。

（2）I hope you will soon settle down in your new job / school.

愿你会很快在新单位/学校安顿下来。

（3）I am very sorry for all the trouble that it has caused you.

对于由此给您带来的所有麻烦我深表歉意。

（4）I am very sorry for any inconvenience I have caused you.

对于我给您带来的任何不便我深表歉意。

（5）I wish you good lick / every success (in the exam).

祝你好运/（考试）顺利。

（6）Please give my regard to your parents.

请代我向你父母问好。

（7）I hope you will be well again soon.

愿你早日康复。

（8）Please kindly remember me to your family.

请代我向你的家人问好。

（9）Thank you again for your kindness and consideration.

再次感谢您的好心和体谅。

（10）We would greatly appreciate your cooperation.

非常感谢您的合作。

四、英语常用书信的写作模板、写作范文及高分句式

（一）感谢信

1. 写作模板

Dear ______,

①I am now writing these few lines to express my sincere thanks for ______. ② I'd like you to know how much your ______ mean to me. ③ You are such a considerate and generous friend. ④ I have returned full of enthusiasm / energy / relaxation ______. ⑤ Having been exposed to ______, I find ______.

⑥ You arranged ______ and ______. ⑦ ______.

⑧ I repeat my thanks again for ______. ⑨ If you plan to come to ______ in the coming months, do give me a call, and I will ______. ⑩ Please give my kind regards to your ______.

Yous sincerely,

Signature

信件启首

① 直接表达为何事表示谢意

② 表达对方的付出/礼物等对自己很重要

③ 赞美对方

④⑤ 表达对方的情意对自己的影响

⑥ 具体说明对方对自己的帮助

⑦ 表达这种帮助对自己的重要性

⑧ 再次表示感谢

⑨ 表达自己想要找机会感谢对方的心情

⑩ 表达真挚的祝福

信件结尾与签名

2. 写作范文

例如：

Directions: For this part, you are required to write A Letter of Gratitude. You should base your composition on the outline given below in Chinese.

假设你是李明，你报考了希尔学院 (Hill College)，上周你去学校参观时，你的朋友 Mark 给予了你很大帮助。请你写一封感谢信，内容应包括：

（1）告知他你已回来；

（2）讲述这次参观的体会和收获；

（3）表达感激之情并提出回报。

【范文】

Dear Mark,

① I am now writing these few lines to express my sincere thanks for the kindness you showed me when I visited your campus last week. ② I' d like you to know how much your help means to me. ③ You are such a considerate and generous friend. ④ I have returned full of enthusiasm for Hill College. ⑤ Having been exposed to the atmosphere of a large university, I find the close contact between students and the faculty at Hill College particularly exciting.

⑥ You arranged an interview for me with Dr. Johnson of the Chemistry Department and took me to a soccer game. ⑦ The well-equipped laboratories and the spirit of the athletes confirmed my belief that I had chosen the right school.

⑧ I repeat my thanks again for your selfless help. ⑨ If you plan to come to Beijing in the coming months, do give me a call, and I'd like to show you around some places of interest here. ⑩ Please give my kind regards to your family.

Yours sincerely,

Li Ming

3. 高分句式

① Thank you so much for...

非常感谢你......

② I sincerely appreciate your hospitality / help.

我诚挚地感谢你的盛情款待/帮助。

③ My true gratitude is beyond any words / description.

任何语言都不能表达我真挚的谢意。

④ We are very thankful for your help.

我们非常感谢你们的帮助。

⑤ I'd like to take this opportunity to express my great appreciation for your timely help and assistance.

我谨借此机会感谢您给予的及时帮助和支持。

⑥ I am specially writing to thank you, on behalf of my family, for the lovely time we had at your party last night.

昨天晚上我们在你们的聚会上玩得很愉快，我代表我的家人特写此信向你们表示感谢。

⑦ I would like to convey in this letter my heartfelt thanks to you for...

我写此信以表达我对您......真诚谢意。

⑧ I must thank you again for your generous help.

对于您的慷慨帮助，我必须再次表示感谢。

（二）邀请信

1. 写作模板

Dear ______,

① ______. ② It would be pleasant to have you here. ③ Will you join us / give me the pleasure of your company?

④ During the ______, we will have lots of activities you are interested in. ⑤ First, ______. ⑥ Second, ______.

⑦ I know / believe that you will be very interested in ______. ⑧ ______. ⑨ Moreover / What's more / In addition, ______. ⑩ The ______ would not be complete without you!

⑪ Since the ______ will begin______, is it possible for us to meet ______? ⑫We do hope you can come.

Sincerely yours,

Signature

信件启首

① 开门见山说明活动（事件）及其举办地点、时间

② 表达邀请的愿望

③ 正式发出邀请

④ 介绍活动内容

⑤⑥具体介绍活动内容（一）、（二）

⑦ 引出受邀人参加的理由

⑧⑨ 列举参加的理由（一）、（二）

⑩ 表达受邀人参加的必要性

⑪ 说明具体的约定时间和地点

⑫ 再次发出邀请

信件结尾与签名

2. 写作范文

例如：

Directions: For this part, you are required to write A Letter of Invitation. You should base your composition on the outline given below Chinese.

假设你是 Thomas, 下周是你的生日，你将在家中举办生日派对。请你写一封邀请信，邀请你的好朋友 Jack 参加，内容应包括：

（1）告知生日派对的举办时间和地点；

（2）介绍派对的活动内容；

（3）阐述他参加派对的必要性。

【范文】

Dear Jack,

① Next Friday, April 17, is my birthday and my parents will hold a birthday party for me in our house. ② It would be pleasant to have you here. ③ Will you join us?

④ During the party, we will have lots of activities you are interested in. ⑤ First, we can have some snacks and fruits in our garden. ⑥ Second, we can also sing the popular songs we like and enjoy the birthday cake.

⑦ I believe that you will be very interested in this party. ⑧ You are my best friend and my parents also want to see you. ⑨ In addition, we haven't seen each other for a long time and I am eager to see you. ⑩ The party would not be complete without you!

⑪ Since the birthday party will begin at 7:30 p.m. , is it possible for us to meet at 7:00 p.m. , on Friday evening in my house? ⑫ We do hope you can come.

Sincerely yours,

Thomas

3. 高分句式

① I am writing to invite you to...

我写信是想邀请您去......

② I wonder / am wondering if you could come...

我想知道您是否能来......

③ It would be very great if you could participate in...

如果您能参加......那就太好了。

④ It is with the greatest pleasure that I write to invite you to attend the meeting.

我怀着极其愉快的心情给您写信，邀请您参加这次会议。

⑤ Will you give the pleasure of dining with us at the Beijing Hotel at 8 p.m. on Sept. 17?

9 月 17 日晚上 8 点您能赏光来北京饭店与我们共进晚餐吗?

⑥ My family and I would feel honored if you could come.

如果您能来，我和我的家人将感到不胜荣幸。

⑦ We would be looking forward to your participation in the party.

我们期待您能来参加这次聚会。

⑧ I sincerely hope you can accept the invitation.

我真诚地希望您能接受邀请。

（二）建议信

1. 写作模板

Dear ______,

① I am very pleased to know that ______. ② It ______. ③ In my opinion, ______. ④ On the one hand, ______. ⑤ On the other hand, ______.

⑥ As to ______, I suggest ______. ⑦ If ______, you will ______. ⑧ It is unnecessary for you to ______. ⑨ In addition, ______. ⑩ I am sure ______.

⑪ Please inform me ______. ⑫ I am looking forward to ______.

Sincerely yours,

Signature

信件启首

① 写信的原因

② 为引出建议作铺垫

③ 表述建议内容

④⑤ 提出建议的理由（一）、（二）

⑥ 具体到某一方面的建议内容

⑦ 解释原因

⑧ 建议内容的另一方面

⑨ 建议内容的其他方面

⑩ 对建议内容做出承诺

⑪ 表达想帮助对方的心情

⑫ 表达本人的愿望

信件结尾与签名

2. 写作范文

例如：

Directions: For this part, you are required to write A Letter of Suggestion. You should base your composition on the outline given below in Chinese.

假设你是李明，你的好友王华打算考研，并向你咨询你们学校的专业。请你写一封建议信，内容应包括：

（1）建议报考的专业及理由；

（2）报考该专业的基本条件；

（3）应当如何备考。

【范文】

Dear Wang Hua,

① I am very pleased to know that you are going to apply for admission to our university to get a master's degree. ② It has been several years since we met last time, and soon we will probably meet again. ③ In my opinion, you should major in English. ④ On the one hand, English is a very popular major at our university and

we have modern teaching methods and prestigious professors. ⑤ On the other hand, you seem to have a gift for language learning and you are really good at English.

⑥ As to the preparations for applying for the English major of our university, I suggest you pay more attention to spoken English. ⑦ If you make a good performance in the oral test, you will have the priority. ⑧ It is unnecessary for you to be nervous. ⑨ In addition, when making preparations, you should do more mock tests. ⑩ I am sure you will succeed in the exam.

⑪ Please inform me if there is anything I can do for you. ⑫ I am looking forward to meeting you on our campus.

Sincerely yours,

Li Ming

3. 高分句式

① I would like to suggest that... / I am writing with my suggestions / proposals for... / I am writing to express my views concerning...

我想建议……/我写信是想就……一事提出我的建议。/我写信是为了表达我对……的看法。

② You have asked me for my advice with regard to…. and I will try to make some constructive suggestions.

关于......你征求我的建议，我会尽量提一些有建设性的建议。

③ I feel that it would be very beneficial if...

我觉得如果…...将会很有好处。

④ If I were you, I would...

如果我是你，我会…...

⑤ I've been thinking about the question you mentioned in the letter. In my opinion, you should...

我一直在思考你在来信中提到的问题。在我看来，你应该……

⑥ When it comes to such a situation, I would like to suggest that...

当涉及这种情况时，我想建议......

⑦ I hope you will find these suggestions / proposals / recommendations helpful / practical / useful.

我希望你会觉得这些建议是有帮助的/实用的/有用的。

⑧ I believe you will take my suggestions into account / consideration.

我相信你会考虑我的建议的。

⑨ I would be more than happy to see improvements in this regard.

我会很高兴看到这方面得到改善。

⑩ I would be ready to discuss the further details of this matter with you.

我将做好与你进一步详谈此事的准备。

（四）投诉信

1. 写作模板

Dear _____,

① I am _____. ② Here I am writing to you to call your attention to some problems about _____.

③ For one thing, _____. ④ For another, _____. ⑤ Besides, _____.

⑥ _____. ⑦ So it is urgent to take measures to_____. ⑧ I do hope _____.

⑨ Thank you very much.

Sincerely yours,

Signature

信件启首

① 表明写信人的身份

② 陈述投诉内容

③④⑤ 说明存在的问题（一）、（二）、（三）

⑥ 说明事情的重要性

⑦ 表明解决问题的紧迫性

⑧ 表达本人的愿望

⑨ 惯用结束语

信件结尾与签名

2. 写作范文

例如：

Directions: For this part, you are required to write A Letter of Complaint. You should base your composition on the outline given below in Chinese.

假设你是李明，你们学校的食堂近期出现了一些问题，你对此很不满意。请你给校长写一封投诉信，内容应包括：

（1）阐述投诉的原因（如饭菜质量、价格、环境和服务等）；

（2）表达你的愿望。

【范文】

Dear Principal,

① I am a junior from the School of Civil Engineering. ② Here I am writing to you to call your attention to some problems about the canteen service on campus.

③ For one thing, the dishes at our canteen are too expensive, and they are by no means good in quality or taste. ④ For another, far from being kind and warm-hearted, the canteen workers always seem to be cold and rude to us students. ⑤ Besides, the canteen is becoming increasingly crowded and noisy with the ever larger presence of vocational students every term.

⑥ Nutritious and delicious meals are very important to young students. ⑦ So it is urgent to take measures to improve the canteen service so that we can live healthily and study hard. ⑧ I do hope something will be done to improve the present situation as soon as possible.

⑨ Thank you very much.

Sincerely yours,

Li Ming

3. 高分句式

① I am writing to complain about / of...

我写此信投诉有关……的情况。

② I think it's high time you realized...

我认为该是您认识到……的时候了。

③ To be frank, I am not prepared to put up with the situation any more.

坦率地说，我不准备再继续忍受这种状况了。

④ I'm sorry to be so forthright, but I wish to express my dissatisfaction / disappointment at / with...

请原谅我的直率，但是我想表达我对......的不满/失望。

⑤ I would really appreciate it if you could and would do something about my complaint.

如果您能够并且愿意针对我的投诉做些什么的话，我将十分感激。

⑥ To remedy the matter, I suggest making the following changes.

为了补救这个问题，我建议做出如下改变。

⑦ I hope I can get my refund as soon as possible.

我希望能尽快收到退款。

⑧ I hope you can make an investigation into this matter as soon as possible.

我希望你们能尽快调查此事。

⑨ I have been very pleased with your service for years, but now I feel very disappointed.

多年来我一直很满意你们的服务，但现在我感到非常失望。

⑩ I hope you will give enough attention to this matter.

希望您能对此事给予足够的重视。

（五）求职信

1. 写作模板

Dear ______,

① I would like to apply for the position of _______ advertised / posted in / on. ② I have attached a copy of my resume for your consideration. ③ I believe my qualifications are an ideal match for your requirements.

④ I major in_______. ⑤ I will graduate from _______ on _______. ⑥ In addition to the required courses, I have _______. ⑦ My internship / working in my spare time in ______ as ______ provides me with the opportunity to ______. ⑧ I believe my education and experience ______. ⑨ You will find me to be ______.

⑩ I would appreciate your time in reviewing my enclosed resume and if there is any additional information you require,please contact me. ⑪ I am looking forward to an opportunity to meet with you for a personal interview. ⑫ I can be reached by cellphone between ______ and ______, and my cellphone number is ______.

Sincerely yours,

Signature

信件启首

① 直接表达自己想申请登出的职位

② 告知随信附有简历

③ 强调自己符合要求，加深印象

④ 介绍自己的专业

⑤⑥ 介绍自己的教育背景（一）、（二）

⑦ 介绍相关工作经历

⑧ 表明信心

⑨ 增强对方对自己的信心

⑩ 希望对方考虑自己

⑪ 争取面谈机会

⑫ 告知对方自己的联系方式

信件结尾与签名

2. 写作范文

例如：

Directions: For this part, you are required to write A Letter of Application. You should base your composition on the outline given below in Chinese.

假设你是王丽，你在网上看到某公司在招聘法律秘书一职。请你写一封求职信，内容应包括：

（1）表明自己对该岗位感兴趣；

（2）介绍自己的学历和工作背景；

（3）请求面谈。

【范文】

Dear Sir or Madam,

① I would like to apply for the position of legal secretary posted on the Internet. ② I have attached a copy of my resume for your consideration. ③ I believe my qualifications are an ideal match for your requirements.

④ I major in economic law. ⑤ I will graduate from Peking University on July 1. ⑥ In addition to the required courses,I have studied English and accounting as my second and third major. ⑦ My working in my spare time as legal secretary provides me with the opportunity to sharpen my skills. ⑧ I believe my education and experience will enable me to perform better than other candidates who lack working experience. ⑨ You will find me to be reliable and efficient.

⑩ I would appreciate your time in reviewing my enclosed resume and if there is any additional information you require, please contact me. ⑪ I am looking forward to an opportunity to meet with you for a personal interview. ⑫ I can be reached by cellphone between 8 a. m. and 6 p.m. and my cellphone number is × ×× ×× × .

Sincerely yours,

Wang Li

3. 高分句式

① I am writing to apply for the post of... advertised / posted in / on...

兹申请刊登/发布在……上的……职位。

② Seeing your advertisement in... , I beg to apply for the post of... in your company.

看到贵公司在……上刊登的广告，我谨申请贵公司的……职位。

③ When I saw your advertisement on the Internet for... , I felt it was just the kind of post for which I have the qualifications and that I have been looking for these days.

看到贵公司在网上招聘……的广告时，我认为这正是自己有资历担任并且这些天一直在寻找的工作。

④ The kind of business in which your company now is engaged particularly interests me.

我对贵公司目前开展的这种业务特别感兴趣。

⑤ I feel I have the necessary qualifications and experience needed for the position of...

我认为我具备……一职所需要的必要技能条件和经验。

⑥ I shall bring with me the fill detail of my testimonials at your request.

我将根据您的要求带上详细的证明文件。

⑦ I hope I may be given an interview in which I can explain my qualifications more fully.

希望能得到面试机会，届时我可以更充分地说明自己能够任职的资格。

⑧ I should be very pleased to attend an interview when it is convenient for you, and then I could give you further details concerning myself.

我很高兴能在您方便时参加面试，届时我能够进一步介绍自己的详细情况。

⑨ It seems to me that this experience, together with my education, has given me ideal qualifications to assume the role of... in a firm such as yours.

似乎对我来讲，这类经验加上我的学历，使我具备了担任像贵公司这样的公司中……一职的资格。

⑩ I shall be much obliged if you give me a precious chance to have an interview.

如果您能给我一个宝贵的面试机会，我将不胜感激。

（六）推荐信

1. 写作模板

To Whom It May Concern,

① It affords me much pleasure to recommend _____ to you. ② During his / her _____ in _____, he / she was my _____. ③ As his / her _____, I found him / her _____.

④ His / Her performance in the _____ was outstanding. ⑤ First, he / she was _____ and showed great talents for _____. ⑥ In addition, he / she has a very pleasant personality. ⑦ He / She has developed _____, and working with him / her is always _____. ⑧ I can state that he / she has all the qualities of being _____.

⑨ Therefore, I recommend him / her to you with all my heart. ⑩ Your favorable consideration of his / her application will be most appreciated. ⑪ I am sure

that his / her future performance will prove him / her worthy of your trust. ⑫ If further information about his / her qualifications is needed, please feel free to contact me.

Sincerely yours,

Signature

信件启首

① 直接表达自己很乐意推荐某人

② 介绍自己和被推荐人的关系

③ 简单介绍自己对被推荐人的看法

④ 过渡句，开始引出被推荐人的各种优势

⑤ 陈述被推荐人在学习/工作方面的优势

⑥ 说明被推荐人的人格魅力

⑦ 介绍被推荐人的能力

⑧ 总结自己对被推荐人的评价

⑨ 竭力推荐被推荐人

⑩ 希望对方接受被推荐人

⑪ 给予对方接受被推荐人的信心

⑫ 再次表达推荐的愿望

信件结尾与签名及写信人的职务

2. 写作范文

例如：

Directions: For this part, you are required to write A Letter of Recommendation. You should base your composition on the outline given below in Chinese.

假设你是部门经理王平，你原来的下属李华要应聘另一家公司的职位。请你给其应聘的公司写一封推荐信，内容应包括：

（1）你曾是李华的部门主管；

（2）介绍他在公司时的优秀表现并极力推荐他。

【范文】

To Whom It May Concern,

① It affords me much pleasure to recommend Li Hua, one of my former colleagues, to you. ② During his work in A.N.Y.Company, he was my assistant. ③ As his direct leader, I found him a most reliable and efficient member of the sales team.

④ His performance in the work was outstanding. ⑤ First, he was professional and efficient in his work and showed great talents for sales. ⑥ In addition, he has a very pleasant personality. ⑦ He has developed a strong team spirit, and working with him is always pleasing and encouraging. ⑧ I can state that he has all the qualities of being an excellent salesman.

⑨ Therefore, I recommend him to you with all my heart. ⑩ Your favorable consideration of his application will be most appreciated. ⑪ I am sure that his future performance will prove him worthy of your trust. ⑫ If further information about his qualifications is needed, please feel free to contact me.

Sincerely yours,

Wang Ping

Department Manager

3. 高分句式

① I would like to recommend... for your consideration in your search for a marketing manager.

对您正在招聘的市场经理一职，我想推荐……供您考虑。

② With reference to your requirements, I will, without reservation, recommend... as an ideal candidate.

参照你们的要求，我愿意毫无保留地推荐......作为理想人选。

③ Therefore, I don't hesitate to recommend... as the right person for your consideration.

因此，我毫不迟疑地推荐……作为合适人选供您考虑。

④ Any favorable consideration of this letter would be considered a personal favor.

此信如能得到慎重考虑将是本人的无上荣幸。

⑤ His / Her contribution to all kinds of company activities in which he / she has been involved has been much appreciated.

他/她在参与过的各项公司活动中做出的贡献都得到了好评。

⑥ I take great pleasure in recommending..., one of my favorite students, for admission to...

我很高兴能向您推荐我最喜欢的学生之一……进入……

⑦ I'm sure the person I recommend to you will meet what you need.

我确信我为您推荐的人会满足您的要求。

⑧ I sincerely hope you will give him favorable consideration.

我真心地希望您能考虑他。

（七）祝贺信

1. 写作模板

Dear ______,

① I am delighted to learn that ________. ② This happy event in your life prompts me to reply at once and, in my own peculiar way, to express my hearty congratulations and good wishes. ③ It is really good news to ______. ④ And I feel very happy for you.

⑤ You are really______. / You must be / have been very ______. ⑥ I know this is ______. ⑦ It is ______ you richly deserve.

⑧ With your ______, I am sure that you will ______. ⑨ I hope ______. ⑩ Again, please accept my sincere congratulations.

⑪ Best wishes to you!

Sincerely yours,

Signature

信件启首

① 获悉值得祝贺的消息

② 表达自己的祝贺

③ 评价所获消息

④ 表达自己的心情

⑤ 对被祝贺人进行评价

⑥ 说明被祝贺人成功的原因或这是被祝贺人一直以来的愿望

⑦ 说明被祝贺人值得获得这样的成功或幸福

⑧ 表达对被祝贺人的信心

⑨ 表达自己的愿望

⑩ 再次表示祝贺

⑪ 表达自己真诚的祝福

信件结尾与签名

2. 写作范文

例如：

Directions: For this part, you are required to write A Letter of Congratulation. You should base your composition on the outline given below in Chinese.

假设你是李明，你得知朋友张红从大学毕业，并将去北京某中学当老师。请你写一封祝贺信，内容应包括：

（1）得知该消息；

（2）表达你的喜悦之情；

（3）希望能够当面表示祝贺。

【范文】

Dear Zhang Hong,

① I am delighted to learn that you have graduated with great honor from college and found a teaching job at a middle school in Beijing. ② This happy event in your life prompts me to reply at once and, in my own peculiar way, to express my hearty congratulations and good wishes. ③ It is really good news to your family and friends. ④ And I feel very happy for you.

⑤ You must have been very happy when you heard this wonderful news. ⑥ I know this is what you have been longing for. ⑦ It is a gift you richly deserve.

⑧ With your excellent communicative ability, I am sure that you will quickly integrate into the new environment. ⑨ I hope I have the honor of expressing my congratulations to you face to face. ⑩ Again please accept my sincere congratulations.

⑪ Best wishes to you!

Sincerely yours,

Li Ming

3. 高分句式

① It is the most joyful news I have heard for such a long time.

这是这么长时间以来我听到的最令人愉快的消息。

② I wish you all possible joy and happiness in the world.

愿你们得到世上所有的快乐和幸福。

③ I was pleasantly surprised to know that you...

知道你……的消息我很惊喜。

④ We hope you will have nothing but joy and happiness both in your life and in your chosen career.

我们希望你的生活和你选择的事业中将充满快乐和幸福。

⑤ Congratulations on your promotion / graduation / success / progress / achievements.

恭喜你升职/毕业/成功/进步/取得成就。

⑥ Wish you the best luck and happiness.

愿好运和幸福与你相伴。

⑦ Please accept my sincere congratulations on...

对于……请接受我诚挚的祝贺。

⑧ Here are my words of cheers for you the birthday girl from a good friend. Congratulations and best wishes to you!

好朋友在这里对你这位女寿星道一声生日快乐，并把最美好的祝愿送给你!

第三节 非信函类应用文写作

非信函类应用文主要包括通知、便条、备忘录、海报、演说词、电子邮件、简历、启事等；

一、通知

通知 (Notice) 是一种适用范围很广的应用文体；通知的正文包括被通知的对象、事由、时间。地点等；

通知主要分为书面通知和口头通知两种；书面通知的语言简洁明了，要求明确；口头通知的语言具有明显的口语特征，通俗易懂；写作部分一般只会考查书面通知；

写通知时应注意以下要点：

（1）标题，即 Notice，常大写为 NOTICE;

（2）标题的上面常写上发通知的单位名称，单位名称也常写在通知末尾右下角的地方，成为落款；

（3）发通知的日期通常写在左下角，有时可省略；

（4）通知的语言应简洁明了，不能含糊不清；

例如：

NOTICE

The Student Union has recently agreed to set up a swimming club. It is aimed at encouraging swimming and forming a college swimming team. During the summer there will be a number of practices and demonstrations, and Mr.Wang, the swimming coach of Wuhan Sports University, has agreed to give us training.

Anyone in the school can join the club by filling in the application form and providing two passport- size photographs by the end of the month.

The inaugural meeting will be held in the school gym at 3 p.m. on September 18, 2020.

Don't miss it!

The Student Union

August 20, 2020

通知常用句式

① I'm very happy to inform you that...

很高兴通知你们……

② Those who would like to go please register at... / If interested, please sign up at...

有意愿者/感兴趣者请到……处报名。

③ All the League members of the university are requested to attend the meeting.

要求大学里所有的团员都参加会议。

④ No asking for leave without special reasons.

没有特殊原因不准请假。

⑤ All those who are interested are warmly welcome.

热烈欢迎所有感兴趣者。

⑥ Anyone who is enthusiastic and willing to dedicate their time to this activity is welcomed.

欢迎任何有热情、愿意花时间参与该活动的人。

⑦ Please notify the others concerned.

请通知其他相关人员。

⑧ If you need any further information, please don't hesitate to contact...

如需进一步了解任何信息，请尽管联系......

⑨ Looking forward to your participation.

期待您的参与。

⑩ This is to notify you that from today to next Sunday, the elevator will be suspended owing to repair.

通知：从今天到下周日，电梯因维修将暂停使用。

二、便条

便条 (Note) 是简单的信函，多为临时性的通知、请求、询问或留言，因此往往比较简短，格式也比一般信函简单；

写便条时应注意以下要点：

（1）便条所谈的多是最近一两天的事，所以便条中往往只需写上一个日期；有时也可以不写日期，只写星期几；有时也可以只写上午、下午或晚上；有时

只写上钟点即可；

（2）便条多用于熟悉的或经常见面的朋友之间，或同一机构、单位或同事之间，因此便条通常不用写地址；

（3）署名前面除了可以用 Yours sincerely 等外，还可以用 Your friend; Yours student; Yours 等；

（4）便条的语言应简单明了、通俗易懂；

常用的便条有请假条（事假、病假等）、留言等；

（一）请假条

请假条常采用书信格式，比较正式，需写明姓名、日期、称呼等；请假条的正文中一定要写明理由，必要时应附上相关证明；

例如：

January 20

Dear Mr. Smith,

I would like to apply for my annual leave from February 4 to 10.

As you may know, the Spring Festival falls on February 12 this year. It's the most important holiday in China and offers the best occasion for a family reunion. However, over the past 3 years I have missed the reunions due to the tight work schedule. Now that I have finished my work for this year, I would like to go back to my hometown to take care of my parents and help my sole brother prepare his wedding on February 6.

It's indeed double happiness for my family, so I would like to be part of that. Coupled with the official holidays for the Spring Festival, I will have two weeks off, which will definitely gear me up for better work in the new year. I'm looking forward to your permission.

Best regards.

Yours sincerely,

George Chen

（二）留言条

留言条常用于熟人之间，一般都是托人转交或本人在某一场合直接留言；所说明的内容一般都是近期的情况，所以留言大都是比较简明扼要，而且格式也不如书信那样严格；

例如：

12:30

Mrs. Wilson,

I'm going out for shopping, and won't be back until about 16:00. I have taken with me the two books you asked me to return to the City Library. At about 12:00, Tracy called, saying that she couldn't meet you at Bolton Coffee tomorrow morning as she has something important to attend to. She felt very sorry about that, and she said you could set some other time for the meeting. She wanted you to call her back as soon as possible.

Li Hua

三、备忘录

备忘录 (Memo) 是向对方告知某些事项的概况，用来提醒或督促对方；备忘录一般使用常用词、短句和简短的段落，简明扼要，清楚准确，方便阅读；备忘录一般应包括以下几部分：

（1）备忘录书端 (Heading) （即备忘录开头的信息）

To: （收件人）

From: （发件人）

Date: （日期）

Subject: （主题/事由）

有时由于情况不同，书端的格式也会有所不同；

（2）正文 (Message)

（3）结束语 (Complimentary Close)

（4）署名 (Signature)

有时可以省略结束语和署名；

例如：

Memo

To: All full-time employees

From: Li Ming, Administration Manager

Date: Oct. 9, 2020

Subject: A computer course

An investigation conducted by the HR Department last month reveals the fact that a high rate of computer illiteracy leads to low office efficiency of our company. As a result, it has been decided that all full-time employees are to attend a computer course—which will take place every Monday night from 18:00 to 20:00 in the Meeting Room A and B—for the duration of two months. Employees can sign up for the basic or advanced levels of the course according to the present computer skills. Please register for the course at the company's reception desk before Oct.15. Further suggestions will be appreciated so that the program can be more fruitful.

四、海报

海报 (Poster) 是人们日常生活中极为常见的一种招贴形式，多用于电影、比赛、文艺演出等活动；

海报的写法常不拘泥于固定的格式，但是通常情况下由三部分组成，即标题、正文与落款；海报的标题对于海报的宣传极为重要，因此标题的撰写要尽量做到简洁明快，新颖醒目，以吸引读者的注意力；

海报的标题形式通常有两种：一种是直接使用“Poster（海报）”一词；另一种则是根据海报的内容撰写标题，题目居中；正文应写清楚举行活动的时间、地点、参与方式及主办单位等信息；海报的正文是海报的核心部分，它是对海报标题的具体描述；海报的宣传号召性很强，希望他人参与，没有约束性，所以用语既要实事求是，又要有鼓动性；

例如：

Fly Your Kite

Spring is here, bringing us bright sunshine and gentle breezes. It's the perfect season for flying kites. In order to bring back our golden childhood and make our college life more colorful, the Kite Festival will be held on April 11 at our university.

Those who want to take part in the Kite Festival should sign up on April 7. They will be given materials and three days to make their kites. On April 11, there will be a kite exhibition in front of the dining hall at noon. Whoever makes the most beautiful and original kite will be proclaimed the best kite designer. In the afternoon, all the kites will be flown in the sky over the large sports ground. The students whose kite flies the highest will win the grand prize of the Kite Festival.

The Festival is organized by the Student Union. All students are welcome to participate.

The Student Union

April 3,2020

五、演说词

演说词 (Speech) 是一种应用文体；在内容上，应根据有关活动的具体要求而定，力求中心明确，言之有理；在表达上，偏重议论、说明，也不排斥必要的记叙、抒情，力求条理清晰，要言不烦；演说词的特点是具有针对性、启发性和感染力；

例如：

Dear fellow students,

It is a great honor for me to stand here and give my speech. To begin with, let me introduce myself. My name is Hu Tao, one of your classmates and friends. As some of you may know, I am an outgoing and responsible person.

As for the position of monitor, I find I am quite qualified. Firstly, I had always been monitor of my class before I came into the university, which would be extremely beneficial to my future work here if I were elected monitor. Secondly, I have a variety of hobbies, such as playing basketball, football, ping- pong and so on. Thirdly, I am good at communicating with others and organizing activities.

As we look ahead to the future, if I am lucky enough to be monitor, I will try my best to serve you, my classmates. For one thing, I, with my co-workers, will make the class committee a true help to students' study as well as a bridge of communication between teachers and students. For another, I will form a teacher-student friendship

association. In addition, I will establish an information center to provide students with the latest information.

I wish you all the best and thank you for your listening.

六、电子邮件

电子邮件 (Email) 是进行信息交换的一种通信方式；在考试中，电子邮件的格式比较简单，按照书信的格式书写即可；写作时要注意语言简洁，行文自然流畅；

例如：

Dear John,

I would like to apologize for my not being able to return the English storybook you lent me last Monday in person. You know, I have done a part-time job as a private teacher. Usually the lessons are scheduled for Saturday. But it happens that my student is going to take part in a football match on that day. Therefore, the lesson is changed from this Saturday to tomorrow evening, when we planned to meet.

But don't worry. I've asked a friend of mine to return that book to you. She is a pretty girl with long hair, and will go to your office at 7:00 tomorrow evening.

Thank you again for your book, which is really helpful.

Regards,

Li Hua

七、简历

简历 (Resume) 通常由以下几部分组成；前四个部分为基本项目，不可缺少，其余几个部分可视申请人的经历、所申请工作的性质、招聘方的要求而定；

（1）个人概况 (Personal Information)

（2）求职目标 (Job / Career Objective)

（3）教育背景 (Education Background)

（4）工作经历 (Work Experience)

（5）所获荣誉 (Honors / Awards)

（6）出版著作 (Publications)

（7）外语技能 (Foreign Language Skills)

（8）兴趣爱好 (Interested and Hobbies)

（9）个人品质 (Personal Qualities)

（10）证明材料 (References)

例如：

Resume

Personal Information:

Name: Yan Fei

Date of Birth: Sept. 10, 1971

Place of Birth: Shandong

Sex: Female

Marital Status: Married

Nationality: Chinese

Current Address: Building No. 12, Qingnian Road, Beijing

Telephone: ××××××

Mobile phone: ××××××

Email: Yanfei@ hotmail. com

Career Objective:

English teacher

Education Background:

1992.9~1995.7 Foreign Language Dept. , Peking University, MA

1988.9~1992.7 Foreign Language Dept. , Chinese Normal University, BA

Work Experience:

2003.9~present Teacher, University of International Relations

1995.7~2003.8 Teacher, China Agricultural University

Publications:

"The Translation and Language Situation" Aug. 2009. Journal of Hunan University

"How to Improve Your English Reading Ability" No. 2 2014. Foreign Language Teaching and Research

"Education for Adults in the US" No. 4 2016. Foreign Language Teaching and Research

Honors:

Award for Excellent Teachers of Beijing 2018

Foreign Language Skills:

Excellent Japanese

Hobbies:

Swimming and reading

Personal Qualities:

Honest, dependable, responsible, having an independent mind and teamwork spirit

八、启事

启事 (Announcement) 是指向公众说明某事或希望公众协办某事的一种短文，具有公开性、广泛性、实用性、随意性的特点；主要包括招募启事、征稿启事、招领启事、寻物启事等；启事一般由以下三部分组成：

（1）标题：写明启事的名称，这主要由启事的内容决定，如内容是征文，则标题 Contributions Wanted;

（2）正文：根据题干要求，向大家说明情况；

（3）落款：写明落款和日期；

例 1：

你校校报计划新增一个英语栏目——英语天地 (English World), 旨在提高本校学生学习英语的兴趣。假设你是校报主编，请根据下面的提示用英语写一则 100 词以上的征稿启事。英语栏目内容介绍：

（1）英语趣味园 (Wit and Fun): 主要包括英语谜语、幽默故事、游戏等；

（2）学英语大家谈 (Tips on Learning English): 为大家分享你学英语的成功经验；

（3）七嘴八舌 (I Say, You Say): 阐述你对当前某些热点问题或现象的看法。

【范文】

Contributions Wanted

In order to encourage the students in our school to become more interested in learning English and improve students' English, we are planning to set up a new column called English World in our school newspaper.

In this column, we will have a section called Wit and Fun, in which we will present some English puzzles, humorous stories and games. We will also have a section called Tips on Learning English, where you can share your successful learning experience with others. Besides, in another new section—I Say,You Say, different opinions on hot topics and phenomena will be warmly welcome.

Please send your contributions to the Editorial Section or email them to englishworld@ qq. com. Please remember: contributions are expected to be within 500 words.

The Editorial Section

June 15, 2020

例 2：

假设你是学生会主席，请根据下面的提示用英语为你们大学的功夫社团写一则招募新成员的启事，内容包括：

（1）介绍本社团的历史：

（2）说明参加本社团的益处：

（3）告知本社团的联系方式。

【范文】

Announcement

Welcome to the Chinese Kung Fu Club! The Student Union established the club 10 years ago for the purpose of serving all the students. Many wonderful activities have been organized and arranged in our club.

Participating in our club will benefit you a lot. As is known to all, the training in how to perform Chinese kung fu is open and free to all new members. Besides, you can keep fit by performing kung fu, and you can have a chance to appreciate the great charm of Chinese kung fu culture. In addition, kung fu contests will be held to show